# Manual

Depew Middle School Library

## FORMAT-II

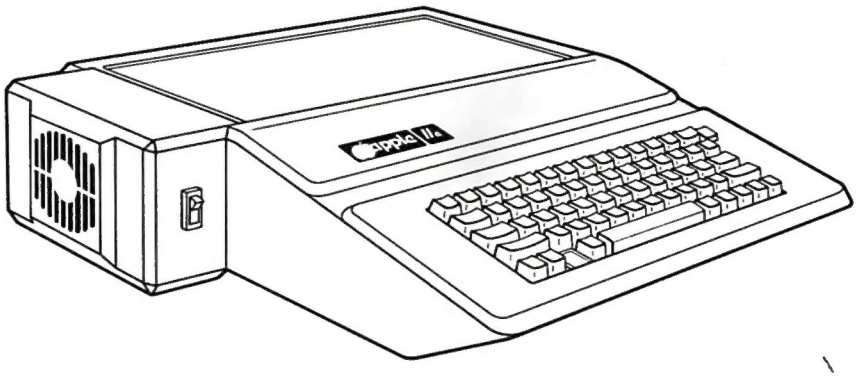
Enhanced Version

Word processing program for Apple IIe, Apple II+ and Franklin Ace computers.

KENSINGTON MICROWARE

# FORMAT-II®

## Enhanced Version




**Word processing system**
for use with:

**Apple *IIc*™**
**Apple *IIe*™**
**Apple II plus™**
**Franklin Ace™**

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# FOREWORD

Welcome to the Format-II word processing system for the Apple computer.

Format-II is a fast, easy-to-use word processing system that harnesses the full power of your Apple ][+ or //e, or Franklin ACE 1000 or 1200 computer. A crisp 80 column display permits you to build your documents on the computer screen precisely as they will appear on the printed page.

Single key edit and format commands make Format-II unusually fast, as well as very easy to learn and use. A minimum of memorization is required, because of the consistent use of on-screen prompts and mnemonic commands throughout. While immensely more powerful, Format-II is no more difficult to use than an ordinary electric typewriter.

Format-II saves your documents page by page on magnetic diskettes for rapid access and compact storage. Because the document files use standard Apple DOS 3.3 structure, Format-II is compatible with files generated by many popular data base and spread-sheet systems, spelling checkers and communications programs.

A comprehensive printing utility permits this program to be used with a wide variety of hard copy printers. All printers, including low cost *dot matrix* and expensive *letter quality* printers can be supported. Format-II offers many sophisticated features commonly associated with more costly software, such as proportional spacing and automatic pagination.

An exceptionally powerful Mail System is available at the touch of a single key. Multiple copies of form letters and mailing labels can be generated at will. Like a data base, Format-II can store up to sixteen separate fields of information in each data record, and can make logical selections according to arbitrarily specified criteria.

## NOTES

# FORMAT-II
## ENHANCED VERSION
## INSTALLATION NOTICE

Before using Format-II for the first time, please take the time to do the following:

1. Fill out and return the Format-II Registration Card found at the end of the Instruction Manual.

   **Attention APPLE II+ owners: Please write "APPLE II" on your registration card and return it with $5, so that we can send you the hardware you will need to install the APPLE II+ shift key modification. If you have a keyboard enhancer, you will use the Override Facility to specify "Enhancer." (See Appendix F.)**

2. Check that your computer system has been properly set up. Do you have all of the hardware accessories required to use Format-II on your Apple II+ or //e, or Franklin ACE 1000 or ACE 1200 computer? *(Appendix A of this Addendum contains a complete description of hardware requirements and system test instructions.)*

3. Before proceeding further, please make several copies of your Format-II Disk, which came with this package. Since Format-II is not copy-protected, you may use COPYA, the standard copy utility found on your Apple DOS 3.3 System Master Disk, or an equivalent copy program.

   **Store your original Format-II Master Disk in a safe place, away from the hazards found in most working environments. This disk, with the serial number on it, is your only proof of ownership.**

## INSTALLATION NOTICE

4. Run the simple printer test in Appendix A to determine whether further setup adjustments are required for your particular printer and interface card combination. If necessary, refer to **Introduction to Printing** for detailed installation instructions.
5. Because Format-II is not copy-protected, you may make any number of "custom" versions of Format-II, each set up for a particular task or printing requirement.

**If you have questions regarding Format-II hardware requirements or installation procedures, please ask your dealer for assistance.**

## How to Use this Manual

This manual describes the Enhanced Version of Format-II, which takes full advantage of the features of the Apple //e.

If your computer is an Apple II plus or a Franklin ACE, please read **Appendix D**, which provides key assignments for your computer which will give you the same powerful commands. Make a note on your Reference Card of the key assignments which are different from those on the card or in the manual itself.

This manual is divided into sections to make it easy for you to learn to use Format-II.

If you have not already done so, please refer to **Appendix A** to check out your system hardware. After you've successfully run the short printer test, you can dive right into **FAST START!**. Otherwise consult your Apple, printer and interface card instruction manuals for further information on properly setting up your printer.

### FAST START!

The first step in learning Format-II is to do the exercises described in **FAST START!** The hands-on experience gained here will prove invaluable when you begin using the more advanced applications, such as the Mail System. **FAST START!** walks you through writing, saving and printing out a short memo, a letter and an envelope in just a few minutes. Try it and see!

### USING FORMAT-II

Next, we strongly recommend that you start working with the second section of the Manual. **USING FORMAT-II** presents information on the Editor first, followed by information on printing and the Mail System. We suggest that you start by reading **Introduction to the Editor** first, then skip to **Introduction to Printing**. These two sections discuss the commands and functions you'll need most often.

# HOW TO USE THIS MANUAL

When you feel like exploring further, you can quickly work through **Advanced Editing Functions** and **Advanced Printing Functions**. Don't feel you need to memorize anything — just try out the commands which look interesting to you. You'll find that Format-II's mnemonic single-character commands are easy to use and remember especially with our handy **Reference Card**.

**Mail System** describes Format-II's powerful mailing list and database system.

**Justification and Proportional Spacing** presents information on advanced printing techniques for varying the appearance of the text on the printed page. The last part of the chapter is a technical discussion for anyone who's interested in the details. This part is not required to use Format-II, but it is helpful for advanced applications.

**Format-II Comes Alive** suggests a few applications for which Format-II is uniquely suited. You'll probably think of many more which are particularly useful to you.

## REFERENCE

The third section of the Manual provides detailed reference information. The **Command Summaries** are helpful when working with unfamiliar parts of Format-II. All the command options are listed for every step of the command sequence, whether or not they appear as explicit choices on the display screen.

**Printer Installation** explains each of the parameters on the Installation Page, and lists the options available.

## APPENDICES/INDEX

The final section provides various technical appendices, as well as a comprehensive index.

## REFERENCE CARD

All the Format-II Editor commands are summarized on the **Format-II Reference Card**.

## -README-

On the Format-II disk is a file called "-README-". Here you'll find information more recent than the publication date of this manual. Load it into the Editor, and see whether there's anything that concerns your requirements.

# 1

# FAST START!

Depew Middle School Library



## First Memorandum

The true measure of Format-II power lies in its simplicity and ease of operation. To demonstrate this, let's WRITE, SAVE and PRINT out a short memorandum in less than TEN MINUTES — from a cold start!

Here's the step by step procedure:

1. Place a working copy of your Program Disk in Drive 1, and close the gate securely. Make sure the label faces up and the small notch is on the left side. (If you have questions about any of this, please refer to your Apple Disk Operating System Manual.)

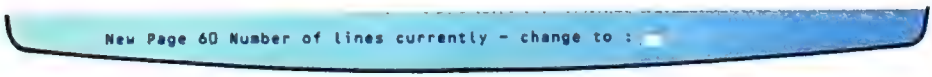
   Turn on your computer.

2. When the program is loaded, you will see the Master Menu. It should look like this:

   At the bottom of the screen you will see a blinking space, called a cursor. It looks like this:

3. Let's not worry about what all those commands at the top of the screen mean; we'll discuss them as we progress through the Instruction Manual.

   For now, press **N** because you are going to type in a NEW PAGE of text. This message appears at the bottom of the screen:



Format-II is now giving you an opportunity to change the maximum number of lines you can print on each page of your memorandum. For now, let's stay with 60 lines by pressing RETURN.

4. We are now in ENTER TEXT mode. Some very useful information is displayed across the top of the screen, but let's not bother with it now. Let's go straight to typing a short memorandum.

   Use the SHIFT keys as you would on a normal typewriter. To get SHIFT LOCK on the APPLE ][+, press the SHIFT and CTRL keys together. To unlock, press SHIFT alone. On the Franklin, use LOCK, and on the APPLE //e, use CAPS LOCK.

   Don't bother typing RETURN except where you want to move to the next line, such as at the end of the date line, after completing a paragraph, or if you just want to skip a line. Format-II automatically moves a word down to the next line if it won't fit on the current one.

   If you make a simple typing mistake, use the back arrow key to move the cursor and type over the error. We'll discuss Format-II's more powerful editing commands in the USING FORMAT-II. For the more adventurous, the Format-II Reference Card contains a brief summary of every FORMAT TEXT command. Many of these are simple enough to figure out just by looking at the card!

   Begin with a dozen or so RETURNs to bring this short body of text down from the top of the page, and then start typing.

```
MEMORANDUM NUMBER 1

TO: (Put Your Office Manager's Name Here)

FROM: (Put Your Name Here)

SUBJECT: Typewriters

DATE: (Put Today's Date Here)

As of today, typewriter purchases will no longer be
permitted in this office.  The typewriter is an obsolete
nineteenth century contraption, unsuitable for use in a
modern business establishment, such as ours.

Reasonable requests for word-processing software for use
with personal computers will be looked upon with much favor.
```

5. Let's return to the Main Menu. Press the keys labeled CTRL or CONTROL and D at the same time. This will be designated in this manual by the symbol CTRL D.

6. Open the gate to Drive 1 and remove the Program Disk. Replace it with a blank disk, preferably a new one right out of the box. Make sure the disk is properly oriented and close the gate.

7. Press I to INITIALIZE your text diskette. This process prepares the disk to receive information from Format-II, as it will very shortly.

8. When the disk drive stops making noise and the red light goes out, press S to SAVE the memorandum you have just created.

   At the bottom of the page, you will see another message:

   This line tells you that, in the absence of another file name assigned by you, the computer will save your memo as PAGE 01 of a DOCUMENT named A. For now, press RETURN and wait until the disk stops making noises again and the red light goes out.

9. Now let's print out your memo. Check to make sure your printer is turned on, and there's plenty of paper. From the Main Menu, press P to initiate the PRINT operation.

   You'll now see the following line at the top of the screen:

   Press P again to continue.

10. Several printer options are now listed on the screen. To PRINT your memo, press I for IMMEDIATE PRINT.

    Format-II asks one last question before printing your memorandum: How many copies do you wish to PRINT? For now, type 1 RETURN for ONE COPY.

    Your printer will now spring into action. And there you have it — your first memorandum!

### Summary

Although you just passed through some unfamiliar territory, and saw some strange signposts, you did manage to type up a perfectly adequate memorandum, save it to disk and print it out with less than a dozen additional keystrokes.

Several things contributed to the success of this procedure:

1. What you saw was what you got. The screen displayed precisely what you could expect to see on the printed page.
2. The program automatically chose a name (A) for your document. Had your memo required two or more pages, the page count would have been automatically advanced as you went from Page 1 to Page 2.
3. Format-II would not accept most wrong answers to its questions. While you could make a limited number of errors, such as typing **L**oad for **S**ave, any character not corresponding to a legitimate command was ignored.
4. You may not yet understand some of the abbreviated information displayed on the screen. You were being told at each point in the program exactly where you were and what you were doing.
5. Here's an important technical point. The entire program resides inside your computer when you are using Format-II. There is no need for you to wait while different parts of the program load when you move from task to task. What you need is there already!

Format-II has been designed to handle short documents with unusual speed. This means that the great majority of your written work — letters, memos, short papers — can be handled with all the speed and convenience you experienced in this brief demonstration of Format-II's power.

However, it will become clear as you progress to the more sophisticated applications of Format-II that larger and more complicated documents — even complex form letters — can also be handled with ease.

Read on, and learn more about Format-II. Remember this first lesson — *you can turn around every page of text just as quickly and effortlessly as your first.*

Format-II earns its keep from day one!

## Take a Letter

Here's another demonstration of what Format-II can do for you. You'll write a brief business letter, and then address the envelope.

1. From the Main Menu, type **N**ew page. You should now have a blank text page on your screen.
2. Enter the name and address of the person you're writing to, followed by a brief note. Here's a sample letter:

```
January 1, 1999

John Smith, President
Smith Company
123 Smith Boulevard
Smithville, MN 55555

Dear Mr. Smith:

This letter is a piece of utter nonsense, composed merely to illus-
trate how Format-II can cut down work in your office.

Sincerely,



James Jones
Sales Manager
```

3. Press **CONTROL** **D** to return to the Main Menu.
4. Press **P**rint, then **P**rint and **I**mmediate. Your letter to Mr. Smith is printed.
5. Press **Q**uit, then **M**enu to return to the Main Menu. Now is the time to save the letter, if you want to keep a copy on disk. If you don't want to save it, continue to the next step. Press **S**ave. Then enter a name for your file, such as "SMITH". Press **RETURN**.

6. Press Old page. You're back in the Editor, looking at Mr. Smith's letter.
7. Now press ESC, to go to Format Text Mode.
8. Move the cursor to the line with the date. Press Blank and then Line, followed by RETURN, to get rid of the date.
9. Now press RETURN several times to position the cursor below the name and address, but above "Dear Mr. Smith".
10. Press Blank again. Select Text, then press RETURN to clear the screen of the text beyond the cursor. Now all that's left on your text page is the name and address.
11. Press Reset, to adjust the margin so the address will be positioned correctly on the envelope. Press Left. Press the right arrow until the cursor moves to the middle of the page. Now press RETURN, to accept the new margin position.
12. Press All. The page is adjusted so that the text conforms to the new margin settings.

```
John Smith, President
Smith Company
123 Smith Boulevard
Smithville, MN 55555
```

13. Press CONTROL D to return to the Main Menu. Put an envelope in your printer.
14. Press Print, Print and Immediate, to print the name and address on the envelope. You're done!

## Recap

Now you've explored Format-II a little further. You've seen how easy it is to move from Enter Text Mode to Format Mode, and to modify your letter. And you've had a glimpse of the kind of creative use you'll soon be able to make of this powerful tool. You're ready to move on to **Using Format-II**, where we'll discuss each of the commands in turn. The first two chapters discuss the editor, and the next three discuss printing. The Mail System is discussed separately.

# 2

# USING FORMAT-II

## Introduction

Most of us think of Editing functions — writing, changing, and moving text — as the heart of a word processing system. Format-II's extensive printing features and powerful Mail System significantly extend this conventional view of word processing.

**Using Format-II** will take you through all of Format-II, quickly and painlessly. We'll introduce you to each of Format-II's three function groups — editing, printing, and mail system — on a fundamental level, adequate to meet most of your needs. To meet more sophisticated requirements, we'll then show you Format-II's advanced features in several other sections.

We certainly don't expect you to memorize everything we show you in this section. Format-II is far too rich in features for anything like that. Instead, we've provided a detailed lookup capability, starting with a Table of Contents which lists all the descriptive section and subsection headings. Our index, located at the rear of this manual, shows you where to look for information on specific Format-II commands and functions. In addition, you also have the Format-II Reference Card, which lists the Editing Commands. The Reference Card has two sides: one for Enter Text Commands, the other for Format Text Commands.

We suggest that you read through this manual in the order presented, without trying to absorb everything. Just get a feeling for the product and how it can work for you. Use the short memo from Fast Start! as sample text for the exercises, to avoid having to invent a lot of dummy work files.

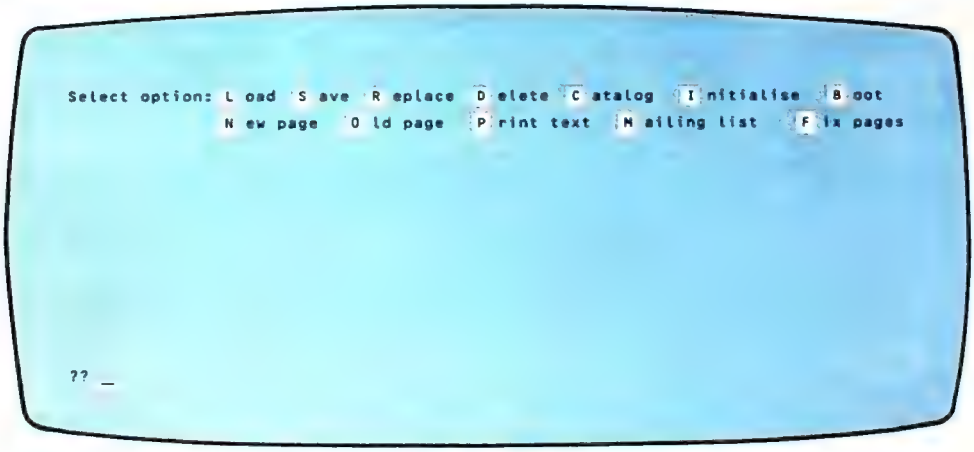
Format-II must be used to be understood. Dive right in! You'll be pleasantly surprised at how fast you pick it up.

## NOTES

## The Main Menu

### Main Menu Commands

When Format-II has finished loading, the program will clear the screen, except for the Main Menu options at the top of the screen, and two question marks and the cursor (a blinking underline) at the bottom of the screen:




The menu choices available to you — **L**, **S**, **R**, and so on — are always highlighted. A single keypress is all that's required to make your choice. You don't even have to press **RETURN** to tell Format-II to accept your selection. Further, the program will simply ignore any other keys you may press.

Your options at the Main Menu fall into one of two categories:

Product Function: Editor (**N**ew page, **O**ld page, **F**ix pages),
**M**ailing list, and
**P**rint text

File Access: **L**oad, **S**ave, **R**eplace, **D**elete,
**C**atalog, **I**nitialize and **B**oot

Let's take a brief look at these Main Menu selections, so that you can use them with confidence in the sections ahead.

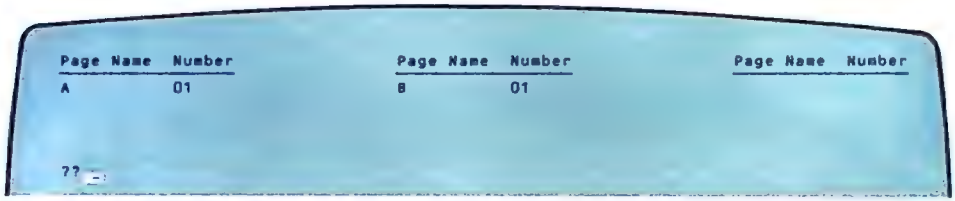
## Catalog — Viewing the Disk Catalog

Format-II maintains a list of the pages stored on each text disk. This list is called a **Catalog**.

To view the catalog, press **C**. The question marks will disappear, and you'll see:

The cursor blinking at the "1" means that you can change what's written there. In this case, you may choose whether to catalog the disk in Drive 1 or the disk in Drive 2. Press **RETURN**, and the disk catalog for the appropriate drive will appear.

For example, here's what the catalog looks like for a text disk with just two single page files "A" and "B":




## Load — Loading a Page from Disk

To load a page into the computer which has been stored on disk, select **L**oad from the Main Menu. You'll see the cursor blinking at the bottom of the screen, next to the word "Page".

Type in the name of the page you want to load. *If you don't know the name of the page you want, type* **ESC** *to return to the Main Menu, and select* **C**atalog, *to see a list of the available text pages. This catalog will remain on the screen when you select* **L**oad *again.*

If the page number and drive are correct as shown, you may load the file by pressing RETURN. Otherwise, press the arrow keys to move the cursor to the number you want to change, and retype the entry.

You can use the arrows to move the cursor back and forth between the three fields to correct the information as often as you like. The page will be loaded into the computer as soon as you press RETURN. ***Don't press RETURN until you're satisfied with the choice of page, number and drive!***

Remember that you can only edit one page in memory at a time. Each new page you load replaces the old one in memory. Be sure to save the page in memory before loading in a new page, or you will lose the first one.

For example, try loading the sample page we provided with your program. It's called "MEMO 01".

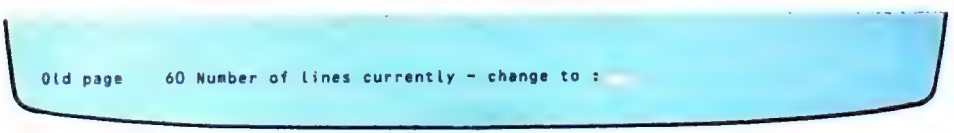
If the page load isn't successful, you'll be returned to the Main Menu. You'll see a message on the screen explaining what went wrong. If Format-II couldn't find the page you asked for, select Catalog to make sure the page you want is there, and try again.

## Old page — Entering the Editor

A Load operation reads the specified page from your disk and places it in the computer's memory for you to work on. To gain access to this page, select Old page from the Main Menu.

This command will take you to the Editor, with the contents of the current "page in memory" displayed, or at least as much as will fit on the screen. In the latter case, you will see only the last 19 lines of the page.

When you press O, the Main Menu prompting question marks will disappear, and you'll see:




If you want to change page size, you would do so here, by typing in any number from 1 to 80. For now, press RETURN to accept the "default" value.

If your Load was successful, you'll see our sample memo from the earlier Fast Start! section.

### Leaving the Editor

To return to the Main Menu from the Editor, press D while holding down the CONTROL key. Throughout this manual, we'll refer to this combination of simultaneous key stokes as CONTROL D.

Returning to the Main Menu does not affect the page in memory. You can prove this by selecting Old page again.

### Save — Saving a Page to Disk

It's important to be able to preserve your work by writing text pages onto a disk. The Save command in Format-II works like the Load command, except that the flow of information goes the other way. Type in the name you'd like to give the page, in the ten character space provided, so you can find it next time you want it. We suggest using descriptive names for your page files, so you can tell what's there next time you look at the disk catalog.

***Don't press RETURN until you are sure the page name and number and the drive number are correct.***

When you press RETURN, the page will be saved to disk, and you will be returned to the Main Menu. The contents of memory remain undisturbed.

To return to the Main Menu **without** saving the current page in memory to disk, press ESC.

Let's try saving our sample file using a different name. Select Save. Now the cursor is blinking after the word "Page" at the bottom of the screen. Let's call our page "TEST" this time; type in *TEST* — but don't press RETURN yet. If you want to change the page number and/or the drive assignment, move the cursor with the right arrow and retype the appropriate number. When you're sure that the name, page number and drive number are all correct, then press RETURN, and the page will be saved. Since this is the first — and only — page of document "TEST", press RETURN to save the file on your text diskette as "TEST 01".

If you try to save a page by a name and number that have already been used on the disk, you'll be told that a page with the same name and number exists on your disk. To proceed, either give the page a different name or, more typically, a different number. If you want to replace the old file on the disk with the new one, use the Replace command, as described below.

### Replace — Replacing a Page on Disk

The Replace command is similar to Save, except that the new page name and number must be the same as one of the pages currently saved on the disk. The contents of the page file on the disk will replaced by the current page in memory.

To return to the Main Menu without saving your page, press ESC.

In neither case — Save or Replace — will the contents of memory be affected.

### New page — Entering the Editor

If you want to start a new page — like taking out a fresh sheet of paper — enter the Editor by pressing New page. *The old page in memory will be lost when you use this command, so be sure to save your old page first, if you ever want to see it again!*

When you press N, the question marks will disappear, and you'll see:

If you want to change the page size, you may do so by typing in any number from 1 to 80. For now, press RETURN to accept the default.

We'll discuss the details of using the Editor in the next section, after we've gone over the remaining Main Menu commands. For now, press CONTROL D to return to the Main Menu.

### Delete — Removing a Page from the Disk

This is another disk access command which we advise you to use with caution. Delete eliminates a page from the disk. You can't Load or Print a deleted file - it's gone forever!

The command works in the same way as the other disk commands. After you select Delete, enter the name of the file you want to remove. You may use the arrow keys to move the cursor and change the number and drive shown, before pressing RETURN.

When you press RETURN, the page described at the bottom of the screen will be removed from the disk — instantly.

### Automatic Names and Numbers

You've probably noticed that Format-II remembers page names and numbers. Whenever you use one of the four page access commands — Load, Save, Replace or Delete — Format-II will remember the page name and number and the drive number. The next time you use one of these commands, the program will display the page name and number and the drive number, just as they were last used. This can save you a lot of typing, especially if you use long descriptive names for your page files.

Any of these commands will set the "default drive" and "default page". You can only change the default drive by using Load, Save, Replace or Delete. *Note that the default drive, set here for the Editor, is different from the "Drives for text", set in the Printer Installation section, and described later.*

### Initialize — Making a New Text Disk

Format-II can save page files on any disk which has been properly initialized by the DOS 3.3 command "INIT". You may also ask Format-II to initialize a disk for you by selecting the Initialise command.

Be certain that the correct drive is indicated, and that the disk in the drive is really the one you want to use, before you press RETURN.

*The Initialize command will erase any data or programs on the disk being initialized.*

We suggest using the DOS "CATALOG" command to review the contents of disks before you initialize a disk, for Format-II's Catalog command only lists Format-II text pages.

### Boot — Leaving Format-II for Another Program

When you are finished with Format-II and wish to use another program, select Boot from the Main Menu. Place the new program disk in Drive 1 and press RETURN.

If nothing appears on your screen, it probably means that Format-II has left your computer in 80 column mode, while the new program expects a 40 column display. If this occurs, press CONTROL RESET.

### Print text — Printing

Press P at the Main Menu whenever you want to print a document or set up printer parameters.

Print functions will be discussed later in the manual.

### Mailing list — Mail System

To set up a new mailing list or to add or update mailing list information, select M from the Main Menu.

If you wish to print from a mailing list, you should select Print text from the Main Menu, Print from the Print Function Menu, and Mailing list from the Print Menu.

The Mail System will be discussed later in this manual.

### Fix pages — Readjusting Page Numbers and Lengths

Fix pages is an advanced editing command which will be discussed later in the manual. Please don't try to use this feature until you understand more about how Format-II works.

## NOTES

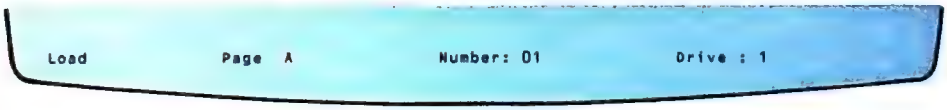
## Introduction to the Editor

In this section we'll look at the basic Format-II Editor functions. We suggest that you work along with us, to develop a "hands on" feeling for this system.

### Entering the Editor

There are two ways to enter the Editor, both of which are available from the Format-II Main Menu. To begin writing a new document — like putting a fresh sheet of paper in your typewriter — select **N**ew page. To edit a page already in the computer's memory, select **O**ld page.

Let's practice with the sample file provided on your disk. When you see the Main Menu options at the top of the screen, and the cursor next to the ?? prompt at the bottom of the screen, select **L**oad. Next you'll see the prompt:




Type *MEMO* and press **RETURN** to load our sample page, "MEMO 01".

You're back at the Main Menu again. Select **O**ld page. This time the prompt is:

Each time you enter the Editor, you may change the number of lines allowed per page file, with a maximum value of 80 lines. The program default setting is 60 because for most printers, 60 lines per page — 10 inches at 6 lines per inch — is the number which fit comfortably on a standard 8 1/2 by 11 inch piece of paper. This number sets the maximum number of lines per **printed** page, not the number of lines visible on your screen, which cannot exceed 19 lines. Press **RETURN** to accept the value shown, in this case 60 lines per page, and to enter the Editor.

## Screen Display

The status display you see at the top of the screen will keep you informed whenever you are using the Format-II Editor. The diagram below shows the meaning of each piece of information in the display. Don't worry if you don't understand what it's all about yet; it will all become clear with a little practice with the product.

Here's a table showing what it means:

| Information | Example |
|---|---|
| 1. Cursor line: | The cursor is currently on line 2 of this page. |
| 2. Page length: | The page length is currently set at 60. |
| 3. Cursor position: | The cursor is currently in column 12, counting from the left edge of an 80 column page. |
| 4. Name: | The current document is named "MEMO". |
| 5. Page number: | The current page in the Editor is page 1 of "MEMO". |
| 6. Mode: | Format-II is in **Enter Text** Mode. |
| 7. Margins: | The bars at the top and bottom of your text show the current left and right margin settings. |

## General Principles

The Format-II Command Summaries — which you can find in the Reference section — provide a complete outline of commands available at every level of each Format-II operation. You'll find these summaries a useful guide even when you're more familiar with this system. Keep your Reference Card handy to remind you of the editing instructions.

Throughout Format-II, you will find many user-friendly features which make it easy to remember what to do next. Here are some useful examples:

ESC — The ESC key will almost always stop whatever is happening at the current time. Any time this won't work, you'll find a menu option available.

Prompts — If, within a command, there is a choice to be made among subsequent commands, Format-II will display on the screen a list — or menu — of the available options, with the "legal" keystrokes highlighted in inverse. (By "legal", we mean commands accepted by Format-II.)

Cursor — If the cursor is blinking on top of a possible answer to a question Format-II is asking on the screen, pressing RETURN will accept the entire default response. To use a different answer in any of the answer fields, type in the new response before pressing RETURN.

## Cursor Movement

In the Format-II Editor, there are six cursor movement commands. These commands do nothing to the text. They just move the cursor from one location to another, scrolling the text display when necessary.

Cursor commands for the Apple *//e* are shown below. *Apple II+* and Franklin owners: Please see Appendix D for cursor movement and DELETE key assignments appropriate for your machines.

Move cursor one column to the left.

Move cursor one column to the right.

Move cursor up a line.

Move cursor down a line.

RETURN — Move cursor to the beginning of the next line.

TAB — Move cursor to next tab stop.

There is one other command which is available whenever you are in the Format II Editor:

**DELETE** Delete the single character under the cursor, and fill in text from the right.

As you use the **DELETE** command, you will see how Format-II reformats all the text on the page after the character you've deleted. As the program is moving the text back up the page to fill in the gap, it treats each group of spaces (including those at the end of a line) as a single space. Since no carriage returns are embedded in the text, it is frequently possible for the program to move words or whole lines up to the previous line.

If you should ever find that you don't like the way the program has reformatted your text, you can push text back down to the next line with the **P**aragraph command.

If you know you don't want Format-II to reformat your page when you delete text, you may use the Format Text Mode **H**orizontal or **V**ertical slide commands to overwrite the unwanted characters or lines. You may also replace text with blanks with the Format Text Mode **B**lank command, without forcing a reformat of the rest of the page. These commands are all available in Format Text Mode, and will be described later.

## Enter Text Mode and Format Text Mode

Format-II has two separate editing modes. **Enter Text Mode** is used primarily for writing things the first time, usually on a new screen. **Format Text Mode** is useful for editing and changing previously written text. You can move between these two modes simply by pressing **ESC**.

When you first enter the Editor, you'll find yourself in Enter Text Mode. The display at the top of the screen reminds you of this. There is another way to tell which mode you're using, for the Enter Text cursor is a flashing underline. When you switch to Format Text Mode, you will see a flashing block cursor. (It may help to remember that the longer word — Format — has the longer cursor.)

You may return to the Main Menu from either Enter Text Mode or Format Text Mode by pressing **CONTROL D**. The page you have been working on will remain in memory. You may save it, print it, or return to the Editor to work on it some more.

### Enter Text Mode

Enter Text Mode has been designed for easy text entry. Each character you type is written on the screen display. If you move the cursor so that you are typing over text you've written before, each new character replaces an old one. You might think of this as a "typeover" process. If you want to insert text at a point in the middle of what you've already written, go to Format Mode via ESC and press I nsert. Characters you enter now will push the text on the current line to the right. When you've finished adding text, press ESC twice, once to leave Insert Mode and again to return to Enter Text Mode.

Commands in Enter Text Mode must be entered with non-printing characters, because all printing characters will be written on the screen page. That's why we'll be using a few commands like CONTROL D, which won't print on the screen.

Another cursor movement command in Enter Text Mode is CONTROL E, which moves the cursor to the end of the text on the current page. The cursor moves to the first empty space following your text, even if it's the first space on the next line down. However, if you've completely filled the last line of your page, the cursor will land on the last character instead.

Try using the cursor control commands to move the cursor around on the screen page. Press RETURN a few times when the cursor is at the end of the memo. See how the page scrolls up so you can see what's on the bottom? If you hold the RETURN key down, the Apple //e's auto-repeat will make the memo scroll off the top of the screen. Watch the line indicator at the top of the screen. When it indicates that the cursor is at line 60, pressing RETURN again just produces a warning sound. The cursor won't move down any further.

You can bring the memo back into view by holding down the up-arrow key so its auto-repeat will move the cursor up the page.

There aren't very many control-key commands in Enter Text Mode, because it's so much easier to use the Format Text Mode single-keystroke commands. You can, however, set the margins, and set and clear tab stops. These commands are available in Enter Text Mode because they are functions which you usually want to set up before you start writing.

### Margins

To set the **left margin** from Enter Text Mode, press CONTROL and L eft at the same time. The left margin bars at the top and bottom of the screen will extend until they reach the current cursor position. Press the left or right arrows to move the cursor and

the left margin bar will move. When the bar extends to the place you'd like the left margin to be set, press RETURN. That's all there is to it! The **right margin** is set the same way, except that you use CONTROL R ight.

Note that if you wish to change the margin settings while you are in the middle of a page, you may do so. All text entered by Format II will always be written inside the **current** margin settings. You may set up a series of different margins as you move down a page, for example to leave room for a picture or figure embedded in the text.

### Multiple Text Columns

Format-II allows you to format text in two or more columns, within a total width of 80 characters. Here's a simple procedure to follow:

1. From the Main Menu, select N ew page to enter the Editor.
2. In Enter Text Mode, set the left and right margins for the first column of text. (Use CONTROL L and CONTROL R, and move the margin bars with the arrows.) Enter the first column.
3. Remaining in Enter Text Mode, set the margins for the second column of text. First set the right margin, so that you can move the cursor over to the desired position, and then the left margin. Finally, enter the second column. You'll note that the first column of text remains undisturbed as you work with the second column. The two columns will both be printed, just as they appear on the screen, when you print the page.

## Tabs

Format-II is exceptionally easy to work with, because what you see is what you get. When you use tabs to set up columns of information, for example, you can see right away whether the page looks properly balanced and aligned.

To set a **tab stop**, simply press CONTROL T ab when the cursor is at the desired horizontal position on the screen. A vertical line will appear above and below your text at the tab stop position.

To remove an existing tab, move the cursor to its position and press CONTROL T ab. And to clear all tabs, press CONTROL C lear.

To use the tabs, of course, just press the TAB key. The cursor will immediately move to the next tab stop.

### Quick Save

Format-II provides a simple way to keep working on successive pages of your text without worrying about page names and numbers or loading and saving disk files. Once you have established your document name, (rename it if necessary with the CONTROL N command, described next) you may use a single command to save the current page and start the next one. The **Quick Save** command, CONTROL Q, will save the page in memory to the name and number which is displayed at the top of the screen.

> *If the disk already holds an identical page name and number, you'll be asked whether you want to replace it or not. Press* RETURN *to replace the file on disk, or* ESC *if you don't want to lose the earlier version.*

If you wish to keep working on the same page, press ESC. You'll be brought back to the same page, but it'll be backed up on your data disk. It's safest to back up your work often, even before you've finished writing a page. Backing up your work every ten minutes is a good guide, if you're working on a page for an extended period of time. You never know when there will be an unexpected power outage, or when the cat will jump on your keyboard.

To start a new page, press RETURN after CONTROL Q. Format-II will provide you with a new page, with the same name but with the number incremented by one. For example, if you were working on "MEMO 06", after you typed CONTROL Q and RETURN, "MEMO 06" would be safely saved to disk and you would be starting "MEMO 07".

If the indicated page already exists as a disk text file, it will be loaded from the disk and displayed in the normal manner. Otherwise, you'll be starting work on a fresh screen.

### Rename a Page

Format-II will always assign the current default document name and page number to a new page. If you wish to change the name or number, type CONTROL N ame in Enter Text Mode. You may then enter a new page name, or press the right arrow to enter a new number. Press RETURN only when you are ready to accept both the name and the number as shown on the screen.

### Format Text Mode

Format Text Mode is used to change existing text. Let's make some changes to our sample memo to illustrate how easy it is to harness this power.

To reach Format Text Mode, simply press ESC from Enter Text Mode. The word "Enter" at the top right corner of the screen will change to "Format", and the shape of the cursor will change from an underline to a tall block.

When you are working in Format Text Mode, the computer expects your keystrokes to be commands. All Format-II commands are mnemonic, so they're easy to remember. With practice, they'll soon be second nature to you.

Some commands can be acted on instantly without further information, others require additional input from you. When this is necessary, you'll see a screen prompt telling you what kind of help is needed.

### Cursor Movement

By now, you should be familiar with the six universal cursor movement commands, the four arrows, TAB and RETURN keys. In addition to these, there are a number of other ways to move the cursor around a text page in Format Text Mode. For example, in Format Text Mode, N moves the cursor up a line, and M moves the cursor down a line, providing an alternative to the Apple //e up and down arrow keys. Within the commands in Format Text Mode, you'll be prompted to use N and M to move the cursor up and down, whenever the arrows won't work.

There are several "intelligent" cursor-moving commands: Start, Z (for the very end), and BeYond. To use these commands, specify, when prompted, what block of text you want the cursor to move to the start of, the end of, or beyond.

Here are some options Format-II offers in these Editor commands:

| | |
|---|---|
| Word: | a sequence of letters separated by non-letters. |
| Sentence: | a sequence of characters and spaces ended by a period, question mark or exclamation point. |
| Line: | everything appearing between the current left and right margins. |
| Paragraph: | text preceded by a blank line or an indentation. *Very short lines, even if indented, are considered to be part of the current paragraph.* |
| Text: | from the cursor down through the last character entered on the current page (which may be longer than what appears on the screen). |
| All: | everything on the current page. |

Thus, if you press **Y** and then **P**, the cursor will be move to the first character beyond the current paragraph. **Z**, then **L** will move the cursor to the last character of the current line.

Let's try some more of these cursor movement commands. Move the cursor to the start of the text by pressing **S**, then **T**. Now move to the beginning of the page with **S**, **A**. Where does **Z**, **A** take you?

As you use Format-II, you'll quickly become accustomed to taking advantage of these powerful cursor movements. For example, when you were in Enter Text Mode with the cursor at the bottom of the page, you could have gone to Format Mode with **ESC**, pressed **S**, **A** and **ESC** to return to Enter Text Mode with the cursor repositioned at the beginning of the text page. Whenever you move between Enter Text Mode and Format Text Mode, the cursor will remain in the same place on the page.

## Find

The **F**ind command is also "intelligent". Let's use our memo as an example again. After you type **F**, you'll see the cursor blinking at the bottom of the page:

```
Find :
```

Enter the text string you wish to locate. Indicate that you're done by pressing **RETURN**. The display at the bottom of the screen will change to the following:

```
Find : typewriter                    <- Backward    Forward ->
```

Press the right arrow to search forward for your target string, or the left arrow if you wish to look backward, toward the beginning of the memo. The cursor will jump to the first occurrence of "typewriter" in the direction indicated by the arrow.

Continue using the arrows to search for the remaining occurrences of the target string. When there are no further occurrences of the target string in the direction you've specified, you'll be returned to Format Text Mode automatically.

### Delete

You'll want to be able to change your text after you've moved the cursor to the proper position. You can always use the DELETE key to remove the single character at the current cursor location. X-out will do the same thing in Format Text Mode, providing single-keystroke convenience on computers which don't have the DELETE key.

You can delete larger quantities of text by using the Delete command. Just select the amount of text to remove, using the following options:

| | |
|---|---|
| Line | Delete from the cursor to the end of the line. |
| Paragraph | Delete from the cursor to the end of the paragraph. |
| Text | Delete from the cursor to the end of the page. |
| All | Delete the whole page regardless of the cursor position. |

When you have specified how much text you wish to delete, press RETURN to confirm your intention. If you change your mind, ESC will bail you out, without making any deletion.

Deletions made by Delete, the DELETE key or X-out will cause the remainder of the text on the page to be reformatted. If you want to avoid reformatting, use Horizontal slide to remove characters and words on a line, or Vertical slide to remove entire lines. These commands will be discussed later.

### Insert

You don't have to go back into Enter Text Mode to add more text. Simply press Insert. At the bottom of the screen you see the words "Inserting text". As long as these words are displayed, your computer will add any printable character you type to the screen at the current cursor position.

Insert is different from Enter Text Mode, because characters are inserted into the text, rather than overwriting it. The existing character at the cursor and all those ahead of it on the current line are pushed ahead as you type in new characters. Each character will be entered at the current cursor position, and everything on the line to the right of the advancing cursor will be pushed ahead. If your text spills over onto the following line, you will push the text ahead on that line, as individual words "wrap around".

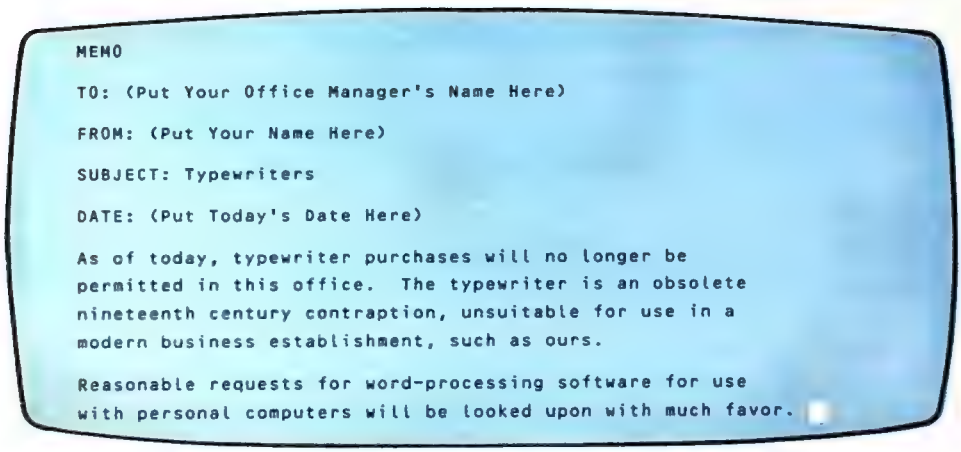
While you are in Insert Mode, the cursor control commands and DELETE key operate just as they do when you're in Enter Text Mode. You can move the cursor from one place to another on the page, inserting text or deleting characters anywhere you like, without leaving Insert Mode. You leave Insert Mode only when you press ESC.

Remember that in **Enter Text** Mode, new characters overwrite the old characters. In **Insert** Mode, the new characters are inserted at the current cursor position, pushing existing text along the current line, and then down the page.

Some very accurate typists prefer to do all their text entry in Insert Mode, rather than going back and forth from Enter Text Mode to Format Mode. How you make this tradeoff is, of course, up to you. Make your own decision as to what works best for you.

### Example

Let's try some insertions and deletions on our memo.


MEMO
TO: (Put Your Office Manager's Name Here)
FROM: (Put Your Name Here)
SUBJECT: Typewriters
DATE: (Put Today's Date Here)
As of today, typewriter purchases will no longer be permitted in this office. The typewriter is an obsolete nineteenth century contraption, unsuitable for use in a modern business establishment, such as ours.
Reasonable requests for word-processing software for use with personal computers will be looked upon with much favor.

First, let's put in the correct names and dates.

1. Make sure you're in Format Mode. Check for the tall block cursor.
2. Use cursor movement commands to place the cursor on the first left parenthesis.
3. Press **D**elete, and then **L**ine to clear the line to the end. RETURN confirms the deletion.
4. Now type **I**. The words "Inserting text" will appear at the bottom of the screen.
5. Enter your office manager's name.
6. Move the cursor down to the next left parenthesis, and type your name. Press ESC to leave insert mode, D, L and RETURN to get rid of the rest of the line.
7. Now put in the current date. I, enter the date, ESC. Press D, L and RETURN to delete the extra characters.

### Search and Replace

A powerful feature of Format-II is the ability to search out all the occurrences of words or phrases, and replace them with other text strings. The command used is **E**dit. There are three parts to this command sequence, each fully prompted. First, enter the text you wish to replace, and press **RETURN**. Then enter the replacement text, and press **RETURN**. Finally, indicate how large a block of text you wish to be affected by this replacement in response to the screen prompt.

Note that an "illegal" response to the third prompt will nullify this command and return you to Format Text Mode.

Let's try a replacement, using our typewriter memo as an example. Here are the steps to follow:

1. Type **E**dit. At the bottom of the screen, you see

2. Enter "typewriter". Now you see

3. Enter "adding machine".

4. Now select **A**ll, to replace the phrase everywhere on the page.

As with the **F**ind command, you may use the arrow keys to move the cursor to each successive occurrence of the target phrase.

When the cursor lies on a target, if you press **RETURN**, the replacement will take place. Notice how Format-II preserves the case of the first character, leaving a capital letter if one started the original word.

Pressing an arrow key will cause the cursor to move to the next occurrence, whether or not you have made the replacement.

Pressing **ESC** will terminate the process.

If you select **W**ord, Format-II will make the replacement over an entire page, but only where the target string appears as a word by itself.

### The Text Buffer

Format-II has a special place in the computer's memory reserved for your use as temporary storage of text. This **Text Buffer** allows you to move text on a page or to move it from one page to another. Only a single text segment can be placed in the Text Buffer at one time; adding another will erase whatever was there before. Further, text can only be moved to the buffer as a block of complete lines. The contents of this buffer remain undisturbed throughout all the functions of Format-II ***except printing***.

The contents of the Text Buffer may be written and rewritten (using the **L**oad command, see below) as often as desired, as long as the buffer hasn't been emptied by printing.

To put text into the Text Buffer, press **G**o to buffer. First, you'll tell Format-II whether you want to **R**emove the text from the present page, or leave it in place while putting a **C**opy into the buffer. Then you'll be prompted to define which lines of text are to be written to the buffer, as follows:

1. Move the cursor to the first line of the text you wish to put into the Text Buffer. Note that, in addition to **N** for up and **M** for down, you may use **S**tart (of paragraph) or **Z** (end of paragraph).
2. Press **RETURN** when the cursor is on the first line you want stored. As usual, **ESC** will abort the command.
3. Move the cursor to the last line of the block you want to put into the buffer, and press **RETURN** again.

The specified text will be moved into the Text Buffer upon execution of the second **RETURN**.

To retrieve text from the buffer, type **L**oad. After you indicate whether you wish to **O**verwrite — type over any succeeding text — or **I**nsert — push existing text forward — the contents of the Text Buffer will be written onto the screen page at the current cursor position.

As an example, let's use the Text Buffer to change the memo a little more. We'll move the last paragraph so that it comes at the beginning of the memo.

1. Press **G**o to buffer.
2. Type **R**eplace, because we to remove the paragraph from its original place.
3. Place the cursor in the first line of the last paragraph and press **RETURN**.
4. Move the cursor to the last line of this paragraph. Press **RETURN**. The paragraph has now been removed from the page and stored in the Buffer. You may now do anything you like with Format-II (unless you use the printer, use **G** again or turn the computer off), and come back to the next step at any time.
5. Move the cursor to the beginning of the memo, "As of today..."
6. Type **L**oad.
7. Type **I**nsert, because you want the present first paragraph pushed down to make room for the one coming in from the Buffer.

## Summary

This section has discussed the simpler, yet probably the most useful, of the Format-II commands. You should be able to do most of your writing using these commands, whether it be documents, BASIC programs, or form letters. As you feel the need for more power, start to apply Format-II's many advanced editing functions, which will be described in the next section of this manual.

## Advanced Editing Functions

You saw in the last section how easy it is to enter text and edit pages with Format-II's powerful Editor. This section will describe additional features which take advantage of more of your computer and printer capabilities.

### Text Entry

Let's look at some editing commands which will help you enter and edit text quickly and accurately.

### Blank

The **B**lank command, available in Format Mode, allows you to quickly blank out text on your page. Blank is different from Delete, for blanked text is replaced with spaces, whereas deleted text is filled in from the right. No reformatting takes place when text is blanked out.

After pressing **B**, you'll have an opportunity to define the amount of text to blank out. You'll see this prompt at the bottom of the screen:

Format-II will replace with spaces every character between the left edge of the cursor and the end of the block of text you select. If the cursor is in a blank space, the program will perform the blank on the next text beyond the cursor.

Enter your choice, or press **ESC** to abort the command. As indicated by another prompt, you must accept with **RETURN** or abort with **ESC**.

### Entering non-standard Characters

You may wish to send a character to your printer which isn't available from the keyboard. For example, your printer may be able to type the square brackets which aren't found on the Apple II plus keyboard. Or you might need the "enhanced" or boldface printing available on most dot matrix printers, which normally require embedded ASCII code strings for control.

Here are three ways Format-II can embed such characters in your text. All three require that you know the ASCII codes for the characters you want to send to your printer. These codes can usually be found in your printer manual. Appendix G also contains a chart of standard ASCII characters.

### Options Command

To send a single code or character, select the Options command from Format Mode. You'll see the cursor blinking at the bottom of the page:

Enter the decimal ASCII code for the character you want to embed in your text page. Unless the character is one which can be printed by your particular 80-column card, nothing will show on the screen, but when the page is printed, the character whose ASCII code you entered will be sent to the printer, just like the regular printing characters. To enter a string of characters or codes, press Options for each one.

*If you will be using a particular single non-standard character often, the easiest way to enter it repeatedly is by using a Printer Code, see below.*

### Replace Character

Another way to send a single character to your printer is through parameters [26] and [27] on the Installation Page. Each of these parameters allows you to specify the ASCII codes for a character to be replaced and a character to replace it with. The first character must be something you can type on your keyboard; the second one needn't be.

With the correct ASCII codes entered into these parameters, Format-II, when printing, will replace the first character with the second whenever it appears in your text.

### Printer Codes

If the instruction you want to send consists of between one and five characters, you may insert it in the text by means of Printer Codes. Printer codes are sequences of up to five ASCII codes entered as a Print Installation Parameter, and discussed in the section of this manual which covers the Format-II Print function. It doesn't matter whether you've defined your Printer Codes on the Printer Installation Page before you insert them in the text page. Just remember to define them before printing your document.

Suppose you want to send ESC, Q to your printer. If you enter the ASCII codes "027/081" in parameter [17] on the Installation Page, you may insert the sequence into your text by pressing 1 while holding down an Apple key. You'll see a "1" displayed in the text to tell you which code you used.

### Advantages and Disadvantages of Each Method

The Options command in Format Text Mode

- — Requires no setup, but takes longer to implement each time.
- — Provides total flexibility, allowing you to embed any of the ASCII codes from 0 to 255 in your text at any time.
- — Leaves no indication in the text if a non-printing character is embedded.
- — Must be executed separately for each character to be sent to the printer.
- — Cannot be located by Edit, Find or Replace commands.

Replace Characters

- — Can be saved with the installation.
- — The character to be replaced appears in the text where the replacement character will be embedded.
- — The character to be replaced should not be used accidentally anywhere else in the text.
- — Text entry is very rapid, but setup on the installation page is required.
- — Only works for one character at a time.
- — No more than two Replace Characters can be in use at a time.

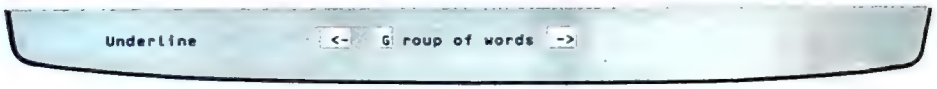
Printer Codes

- — Can be saved with the installation.
- — Text is marked with the Printer Code number, so you know what has been embedded in your text.
- — Use of the code is rapid at text entry, but requires setup on the installation page.
- — Up to five characters may be embedded with a single Printer Code.
- — No more than ten Printer Codes are available at a time.
- — Can be used as Search or Replace targets.

### Underlining

Format-II allows you to underline your text, and to see on the screen which parts have been underlined.

When you press **U** in Format Text Mode, you mark the beginning of text to be underlined. At the bottom of the screen you see the words:




You may either use the left and right arrows to move the cursor along the text to be underlined, or you may take a shortcut by selecting **G**roup. The text which you have underlined will be highlighted in inverse on your screen.

If you define the text to be underlined by moving the cursor, indicate that you are through by pressing **ESC**.

A **G**roup of words is defined as all the text between the cursor and the end of the line or two consecutive blank spaces, whichever comes first. If you've entered **G**, the text is automatically underlined and the command terminated.

If you use the **U** command to "underline" text which was previously underlined (and therefore shown in inverse), the underlining will be removed.

This underlining works by sending the character to be underlined to the printer, sending a backspace, and then sending the underline character. If your printer does not backspace, but provides underlining in another manner, you should embed the appropriate Printer Codes in the text before and after the text to be underlined. (See **Advanced Printing Functions**.)

### Whole Document Editing

Format-II saves a document as a series of numbered pages on a text disk. You're not limited to working with them individually, however. There are powerful commands in the Editor's Format Text Mode which allow you to examine an entire document, and to do global editing.

### Quickscan

**Q**uickscan is a Format Text Mode command that allows you to look through all the pages of a document with the same name. The pages may be on one or two disk drives, depending on how you set up your Printer Installation.

You may scan through the pages of your document, just like turning pages in a book.

When you select **Q**uickscan, Format-II will immediately save the current page in memory to disk. You'll then see this display at the bottom of the screen:

You can now look through all the pages of your document. You have the choice of using the arrows to browse one page at a time, or selecting **S**tart or **E**nd for the first or last page, respectively.

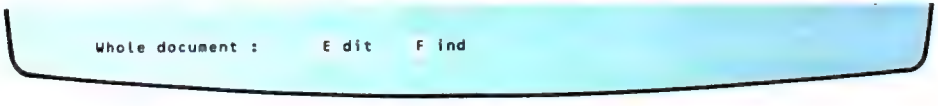
You may look at as many of the pages as you like. You may exit from Quickscan to active editing by pressing **ESC**. The page displayed when you leave will remain in the computer memory for further work.

***When there is text in the Overflow Buffer, described later in this section, you'll be unable to move backward through the pages until you have removed the text from the buffer by going forward all the way to the end.***

### Global Search and Replace

**W**hole document is a powerful command which allows you to apply the full editing power of Format-II to all pages in a document at the same time.

When you press **W**, you'll see at the bottom of the screen:




These commands are analogous to the **Edit** and **Find** commands we discussed earlier, except that they operate over the entire range of page numbers on a text disk.

When you enter either **E** or **F**, you'll hear the disk drive working, as Format-II gets ready to work with all pages of your document at one time.

#### **E**dit (whole document)

Just as for the ordinary **Edit** command, there are three parts to this command sequence:

1. Enter the text string you wish to replace.
2. Enter the replacement text string.
3. Indicate how large a block of text you wish to be affected by this replacement, using the on screen prompts.

Two of the definitions we've used before are a little different in a global context:

| | |
|---|---|
| Text | All occurrences between the cursor and the end of the text on the last page. |
| All | All occurrences in the entire document. This option cannot be used if there is text in the Overflow Buffer. (See **Overflow Buffer**, below.) |

As with the ordinary **Edit** command, you may use the arrow keys to move the cursor to each occurrence of the target phrase, and press RETURN if you want the replacement to take place. Pressing one of the arrow keys will cause the cursor to move to the next occurrence of the phrase, whether you've made a replacement or not. You may not use the left arrow with this command if there is text in the Overflow Buffer. (See **Overflow Buffer**, below.)

If you select Word, Format-II will make the replacement through the whole document, but only where your target string appears as a word by itself.

Pressing ESC terminates the process, and returns you to Format Text Mode.

### Find (whole document)

Just as for the ordinary **Find** command, enter the text string you wish to find.

Use the arrow keys to move the cursor to each occurrence of the target phrase. You may not use the left (backward) arrow during this command if there is text in the Overflow Buffer. (See **Overflow Buffer**, below.)

## Text Formatting

Format-II provides many useful commands for rearranging the text on a page. A big advantage of a *what you see is what you get* editor is that you can try different things on the screen before printing your document. As you'd expect with Format-II, text formatting is done by easily remembered single keystroke commands.

We recommend that you experiment with each of these commands, using the memo from FAST START! as an example. You'll soon find which commands fit your needs best.

## Margins

You've seen how to reset your margins using CONTROL L and CONTROL R in Enter Text Mode. In Format Text Mode, Format-II allows you to reset margins and simultaneously readjust text to fit within the margins.

Remember that when you're working with margins in Format Text Mode, you should always start with the cursor located at the current margin. If you're working on a left margin, you should also be sure that the left edge of the text is lined up with the left margin bar. If there are blank spaces between the current margin and the left edge of the text, the adjustment will not take place properly. Further, Format-II will reformat the text as it adjusts the text to the new margin. Short lines which are flush with the current left margin may be combined into a single line.

### Resetting Margins and Adjusting Text: Format Text Mode

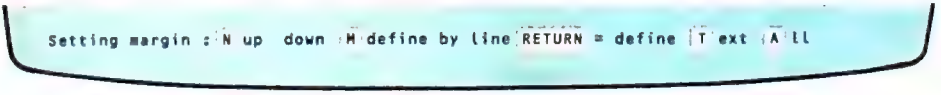
Prepare to reset the margins by going to Enter Text Mode and using cursor control commands to place the cursor at the left edge of the text on your screen. Press **CONTROL L** and then **RETURN**. Now move the cursor to the right edge of the text, and press **CONTROL R** and then **RETURN**.

If the cursor won't move far enough toward either edge of the page, you'll have to press the margin control command first, then move the cursor to the edge, and then press **RETURN**.

Now you're ready to adjust your page. Return to Format Text Mode via **ESC**, and press **R**eset (but not **RESET**!). At the bottom of the screen you'll see:

Enter your choice, or use **ESC** to quit the margin change sequence. You'll see some additional instructions appear at the bottom of the screen:

This message means that you should use the left and right arrow keys until the margin bars are set where you'd like the new margin setting. Press **RETURN** and you'll see this:




You'll now indicate the amount of text on the current page the program should adjust to fit the new margins. If you specify **T**ext, all the text from the cursor to the end of the page will be changed. If you specify **A**ll, all the text on the current page will be changed. Either of these changes will be made as soon as you press the key.

If instead you move the cursor up or down by using **N** or **M**, you define the block of text to be changed. One end of the block is the line where the cursor was when you initiated the **R** command. The other end will be the line where the cursor lies when you press **RETURN**. The lines you have selected will be reformatted as soon as you press **RETURN**.

**ESC** aborts the command, leaving your margins changed but the text itself unchanged. You are returned to Format Text Mode. *Note that if you have aborted at this stage, you may be in the potentially dangerous situation of having text which does not conform to the current margin settings. If so, you may wish to change the margin settings back to their previous values.*

### Centering Text

You can center your text using Format-II with just two keystrokes. First, select **C**enter. The display at the bottom will read:

You may choose to center the single line containing the cursor, the entire paragraph, all the text to the end of the page, or everything on the page. The centering takes place as soon as you press a key to select the amount of text to be affected.

**ESC** aborts the command, returning you to Format Text Mode.

### Aligning Columns of Numbers

Another chore made simple by Format-II is making sure that columns of numbers line up properly. You may choose between lining up the left edge of the numbers, the right edge of the numbers, or lining them up on the decimal points.

| Left | Right | Decimal |
|---|---|---|
| 123 | 123 | 123 |
| 1234 | 1234 | 1234 |
| 12.34 | 12.34 | 12.34 |
| 12.345 | 12.345 | 12.345 |

To use this command, place the cursor so that some portion of each of the numbers to be aligned is either in the same column as the cursor or in an adjacent column.

Then press **A**lign. You'll see this line at the bottom of the screen:

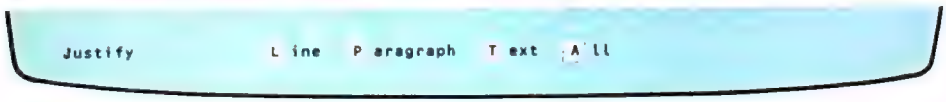
Select **L** to line up the left edges of all the numbers, select **R** to line up the right edges, or select **D** to line up the decimal points. The decimal point is assumed to be one column to the right of a number which contains no decimal point.

Format-II will line up the numbers at or below the cursor until two consecutive lines appear with no numbers to be aligned. Only numbers in the cursor's column or adjacent to it will be affected.

Be careful if you try to align numbers placed close to a margin. It's possible for some numbers to be pushed off the page edge and disappear.

### Justification

If you'd like an easy way to format your text so that the right edge lines up with the margin, try the **J**ustify command from Format Text Mode. You'll see the familiar choices at the bottom of the screen:



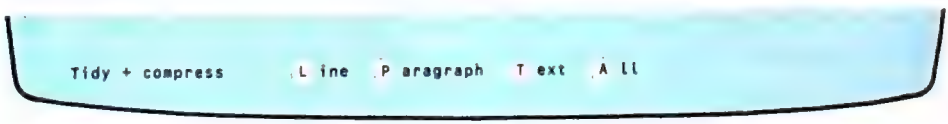

Enter the amount of text you want the program to justify, and Format-II will take care of the rest. ***If the margins are set much wider than your text, justification will not take place.***

**ESC** aborts the command, returning you to Format Text Mode.

Format-II can do much more sophisticated justification while printing your document. See the section on Proportional Spacing and Justification for full details.

### Tidy and Compress

If you'd like to bring justified text back to its "normal" state, press **T**idy. You'll see this prompt:



Select a block of text. The program will convert multiple spaces, unless they are found at the beginning of a line, into single spaces. Multiple spaces after a period will be converted to two spaces.

**ESC** aborts the command, returning you to Format Text Mode.

### Close Up: Another Way to Remove Spaces

To remove a group of extra spaces anywhere in your text, place the cursor at the beginning of the extra blank spaces, and press **K** lose. The blanks will be deleted, and the next non-blank character will be moved up to the cursor position. This command provides an easy way to get rid of excess spaces at the beginning of lines.

### Moving Lines of Text

There are three commands available for sliding lines of text around and adjusting the spaces between lines. We strongly recommend that you experiment with these useful commands, so that you fully understand their operation before using them on important documents.

### Vertical Slide

This is the command which permits movement up and down the page of blocks of text. When a line or part of a line is pushed down the page, blank space is inserted at its former position, and all subsequent lines are pushed down. The result is that the number of text lines increases. Note that this does not affect the total number of lines per page.

If the number of text lines is greater than the preset maximum number of lines per page, excess text lines at the end of the page will be put into a storage area called the **Overflow Buffer**. This text will no longer be part of the current page in memory, but is instead saved in a safe place until used again. It will be inserted at the beginning of the next page, or pulled back onto the current text page during subsequent editing operations. (We'll discuss the Overflow Buffer in more detail later in this section.)

As a line of text is moved up the page, it slides over existing text, overwriting the line. This can be a convenient way to delete a line, but be careful, because it's gone forever.

There is one less line of text on the page for every line moved up the screen. If there are lines of text in the Overflow Buffer, one will be pulled out and put at the end of the current page each time a line is moved up the screen.

When Vertical Slide is in effect, you may continue to work with the same line until you're satisfied with the appearance of the page. You can experiment with the placement of this line, moving it down and up the page at will. When you are finished positioning the line, press ESC.

To move text up or down the page, place the cursor on the line you want to move and select Vertical Slide. At the bottom of the screen you'll see this prompt:

To slide an entire line **down** the page, press +. A blank line will open up between the line's new position and the text remaining above it. This creates an additional line, and may result in a line being pushed into the Overflow Buffer if the page were full to begin with.

To slide a line **up** the page, press –. ***Don't try to use this command unless you want to delete the previous line. The line with the cursor in it will replace whatever was originally on the over-written line.*** Moving a line up the screen reduces the number of lines of text on the page. If there are lines of text in the Overflow Buffer, a line will be pulled from the Overflow Buffer and added to the end of the text page each time you move a line up the page. Otherwise, a blank line will be written at the end of the page.

To **copy an existing line** over again, use the Replicate command. A second line identical to the line containing the cursor will be written immediately below, and all subsequent lines will be pushed down. The cursor remains in the same horizontal position, in the second of the two lines. This command may also result in text being pushed into the Overflow Buffer.

When you want to **move part of a line**, use Break. The line will be split at the cursor. The part from the cursor to the end will be pushed down to the next line, leaving the beginning of the line in its original position. All subsequent lines will be pushed down one line. Text may be pushed into the Overflow Buffer. Each half-line, with its associated blank spaces, will be treated as an individual line. *To split lines in document text, you'll probably want use the* Paragraph *command, which is described next.*

To exit the Vertical Slide command and return to Format Text Mode, press ESC.

### Create New Paragraph

The **P**aragraph command splits the a line of text, in a manner similar to **B**reak. In addition, **P**aragraph reformats the text so that a new paragraph is created.

When you press **P**, you'll see the cursor blinking on a number:

This prompt specifies how the paragraph will be set up. Do not enter **RETURN** unless you are ready to accept both line and column entries. Instead, enter the number of lines, then use the right arrow to move the cursor to the number of columns. ***When you type an acceptable entry at "columns", the command will immediately be executed.***

The number of **lines** will indicate how many lines below the current cursor position you want the new paragraph to begin. For example, entering "1" here would start the next paragraph on the line immediately below the cursor.

You'll enter your desired indentation for the first line of the new paragraph at **columns**. For example, "1" would start the first line of the paragraph in the first column inside the left margin — there'd be no indentation at all.

***You may use the left arrow to go back to change your entry in "lines" only if you haven't made an entry in "columns".***

### Horizontal Text Movement

You can push or pull the text along a single line with the **H**orizontal Slide command. When you press **H** you'll see at the bottom of the screen:

The subcommands can be divided into two categories: **word** and **line**.

### Horizontal Slide: Word

The left arrow key in a horizontal slide pushes the word containing the cursor one column to the left, placing a space to the right of the word's new location. If the column to the left of the word contains a space, that space is overwritten. If the column to the left of the word contains the last character of another word, the two words are considered one, and they move together.

The right arrow works in the same way, only in the opposite direction.

Think of individual words on the line as toy railroad cars on a track, which start out uncoupled, with space between them. The cursor is your hand which pushes one of those cars. Whenever it bumps into another car, they are automatically coupled and can then only be moved together. By moving one car back and forth along the track, you'll soon have all the cars coupled together.

### Horizontal Slide: Line

The **-** command within the Horizontal Slide causes the cursor to pull all of the line to its right one space to the left. The character to the left of the cursor is overwritten, and blank spaces are inserted at the right end of the line. This provides a convenient way to delete a character without reformatting subsequent text on the page.

The **+** command works the same way, only in the opposite direction. Text to the right of the cursor is overwritten, and spaces are inserted at the left end of the line.

Here it may help to think of toy cars on a track again. This time, the words being pulled are already coupled together by spaces. The cursor is the locomotive pulling the train. The text which is overwritten is merely debris on the track.

To exit the Horizontal Slide command, press **ESC**.

### Overflow Buffer

The Overflow Buffer is the part of Format-II which protects you from losing text when you have more lines of text than will fit on the current page. The Overflow Buffer can only safely hold 80 lines of text. Exceeding this limit can lead to loss of text, so be careful.

If your page length is less than 19 lines, you'll see the beginning of any text held by the Overflow Buffer, but you won't be able to move the cursor below the last line of your current page.

When there is text in the Overflow Buffer, a notice appears at the top center of the Editor screen. You'll want to know when the Overflow Buffer is in use for three reasons:

1. The use of some whole-document commands, such as **Q**uickscan and **W**hole Document, is restricted until the Overflow Buffer has been cleared.
2. You'll want to make sure that when you're finished editing your document, there's nothing left in this buffer. Otherwise, you may forget to save part of your work.

3. If you sense that the amount of text in the Overflow Buffer is getting dangerously large, you'll want to create a new page and save it. Otherwise, you could lose part of your document. ***It's wise not to keep large blocks of text in the Overflow Buffer. Use this space for temporary storage when necessary, but clear it out as soon as convenient.***

### How Text Gets Into the Overflow Buffer

Format-II won't let you type in directly more lines than the preset page limit. Several Format Text Mode commands can increase the number of lines on a page past this limit. These commands are: Edit, Load, Insert, Paragraph and Vertical Slide.

If one of these commands causes the number of lines to exceed the number allowed on the page, the excess — up to 80 lines maximum — will be placed in the Overflow Buffer.

You can also move text into the Overflow Buffer when using the Old page command, by specifying a number of lines per page smaller than the number of lines already written on that page.

### Removing Text from the Overflow Buffer

Just as there are some Format Text Mode commands which can push text into the Overflow Buffer, there are others which can pull text out of the Overflow Buffer. These commands are: Delete, Edit, Go, Klose up, Vertical Slide and DELETE.

When you select New page from the Main Menu, or when you use the RETURN option with CONTROL Quicksave from Enter Text Mode, any text in the Overflow Buffer will be placed at the ***beginning*** of the new page. If there are more lines specified for the new page than there are lines of text in the Overflow Buffer, the rest of the new page will be blank.

If, on the other hand, there are more lines in the Overflow Buffer than specified for the current page in memory, the entire new page will be filled. The Overhead Buffer text which wouldn't fit in the current text page will remain in the buffer.

When you select Old page from the Main Menu, if you increase the number of lines per page, text from the Overflow Buffer will be added to the ***end*** of the current page.

A quick way to clean out the Overflow Buffer is to select Quickscan from Format Text Mode. Press the right arrow to examine the next page in memory. When this command saves the current page, it will insert any text in the Overflow Buffer at the beginning of the next page. You won't be allowed to go backward in your document until the Overflow Buffer has been completely emptied.

### Saving The Overflow Buffer as a New Page

The easiest way to save the Overflow Buffer and renumber all the pages so they remain in the right order is to use Quickscan, as described above.

When you have a large number of pages, though, and you want to clear the contents of the Overflow Buffer, save it to one or more new pages between the current page and the next page in your document.

Here are the necessary steps:

1. From Enter Text Mode, type CONTROL D to return to the Main Menu.
2. Type Replace or Save, as appropriate, to save the current page to disk.
3. Type New page. The new page will appear with text from the Overflow Buffer already on it, as much as will fit in the lines permitted on your page. If you know there are many lines of overflow, you could specify a large number of lines (up to 80) for this particular page.
4. Return to the Main Menu again by typing CONTROL D.
5. Press Save. Press the right arrow key. Renumber this page with the same number, followed by a letter. If the page number already ends with a letter (for example, "MEMO 01A"), use the next letter in the alphabet ("MEMO 01B").
6. Select Old page, and check the top of the screen to see whether text remains in the Overflow Buffer. Then return to the Main Menu. If there is more text in the Overflow Buffer, go back to step 3 and continue from that point.

   Otherwise, proceed to step 7.
7. Press Load, then change the page number to reflect the page next in sequence after your insertions. For example, after inserting "MEMO 1A" and "MEMO 1B", you'd load "MEMO 02". You've inserted one or more additional lettered pages in your document page sequence. These new pages, which hold the text previously held in the Overflow Buffer, will keep these numbers until you use the Fix pages command, as described below.

## Adjusting Page Lengths in a Document

The length of individual pages may be set when entering the Editor with either the Old page or New page commands. The default value will always be the most recently specified number.

## FIX PAGES

Fix pages works only on documents of more than one page. It is much faster and easier to use the Quicksave to break up a single page. To do this a) Load the page, b) say Old followed by the number of lines you wish on the first page followed by a **RETURN**. This will leave the rest of the page in overflow. c) type **CTRL Q**, **RETURN**, **RETURN** this will save the first page then bring up the second half of the first page. d) type **CTRL Q** this will save the second page.

To adjust page lengths throughout a whole document, select **F**ix pages from the Main Menu. The effect is as if you combined all the pages with the same document name but with different numbers into one single large page, and then redivided that single page into smaller pages. You may now place the new page boundaries wherever you wish.

There are two modes, Automatic and Manual. The automatic mode makes all the reformed pages the same size, whereas the manual mode allows you to choose the location of each page boundary.

To use the command press **F**. At the bottom of the screen you'll see a message like:

The page name supplied by Format-II is the current default. To change the name, simply enter the name you want.

Format-II will "fix" all the pages from the start page to the end of the document. If you want to start the adjustment at a different page number, use the right arrow to move the cursor, and enter the new starting page. You can't alter the ending page number, "99Z". To accept the starting page, press **RETURN**. *To abort* **Fix pages**, press **ESC** and return to the Main Menu.

The prompt will change to this:

Enter the number of lines per page you would like to have in the final document. *You may still abort this command by typing* **ESC**. One more question then appears:

If you select **A** utomatic, Format-II will divide the pages automatically, advancing to a new page after the specified number of lines. You don't have to do anything else.

If you select **M** anual, you'll be able to place the page breaks anywhere you like. You can go through the entire document, page by page, showing where you'd like each page to end.

**ESC** *will still abort the* **F** *ix pages process. This is your last chance to abort! Once the command has gone past this stage, whether in automatic or manual mode, there are no more opportunities to abort. Fixing page breaks must continue all the way to the end of the document.*

In **A** utomatic mode, Format-II scans the drives specified in the installation, including the default drive, for pages belonging to the specified document. The program then adjusts all pages to the required length, by moving lines of text from one page to another.

The **M** anual option allows you to place page boundaries wherever you like. The screen display will change to look like that of the Editor. The text of the pages stored on disc will be displayed, along with a row of dashes in the middle of the screen. These dashes represent the location of the page boundary. All text above the line will be on one of the "new" pages, all text below it will be on the next. As in the Editor, the line display at the top left shows which line the cursor is on and the number in square brackets shows the number of lines on the page. For each page this will initially be the target number. At the bottom of the screen is the message :

*Note that* **ESC** *is not allowed at this point. There is no longer any way to abort this command!*

Here are the page break commands:

**N** and **M** move the cursor up and down.

**D**elete acts only if the cursor's line is blank, in which case it deletes that line. One extra line of text moves up from below the page boundary to above it.

**I**nsert inserts a blank line at the cursor's position and the bottom line of the page is pushed off to make room for it.

The **D**elete *and* **I**nsert *options do not alter the size of the page. The ability to insert and delete blank lines has been added as an aid to formatting your text pages. This is the only reason the cursor is allowed to move during a* **F**ix *operation.*

**-** moves the page break up one line. The number of lines of text on the page will decrease by one. The extra line will be put at the top of the next page.

**+** moves the page break down, allowing the page to contain an extra line of text. The position of the cursor has no effect on the position of the page boundary.

**R**eplace causes this page with its current page boundary to be placed on the disk.

When page boundaries have been defined for the entire document, and new page numbers assigned, you will be returned to the Main Menu.

The total number of pages in the document may have increased or decreased as a result of the reformatting process. Extra pages were deleted or new pages added as required.

## Errors During Fix Pages

There are three error conditions which can occur while using the **F**ix pages command. First, before any reformatting has occurred, Format-II checks to see whether renumbering is possible. In most cases it will be, but if you have pages where the number ends in letters close to the end of the alphabet (Y, Z etc.) you may get a message saying that renumbering is not possible. The command will terminate.

The other two problems can occur during the fixing of page boundaries. The disk may be full, so there is no room for new pages, or Format-II may find it impossible to number new pages to fit in the correct place between existing pages. In the case of these errors, a message is given to show which type of error occurred. You'll be warned that the text in memory does not exist on the disk. Depending how much text is left in memory you may be told that excess text is in the Text Buffer (the one used by Format **G**o and **L**oad commands).

Part of your document will have been reformatted, part may remain on disk in its original form, but the text in memory must be saved to disk in its present form. The procedure is as follows:

1. Place a text disk in the drive and **S**ave the page in memory. Then ask for a **N**ew page.
2. Retrieve the text from the buffer, if necessary, with the **L**oad command and **S**ave this page as well. All your text is now safe, although it's not yet formatted the way you want.

Unless you are working with a very full disk (more than 50 or so pages) or have page numbers with letters at the end of the alphabet, these problems are very unlikely.

## Word Count

To acquire a count of the number of words on the page type "#" in Format text mode. If the Cursor is "in" a word that word is not counted.

### Summary

This section has described many powerful editing capabilities. You'll probably use a few of these commands frequently, and others only when you are working on a special or unusual task.

In a later section we'll describe a few of the unique things you'll be able to do using Format-II, a truly amazing multi-purpose tool.

## NOTES

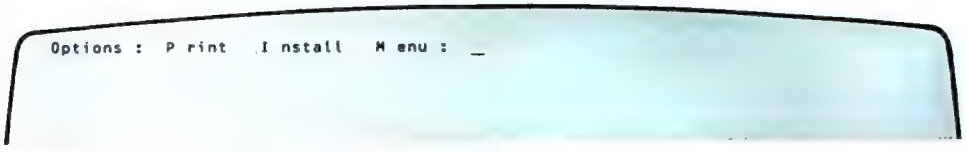
## Introduction to Printing

Format-II offers a wide and powerful set of printing capabilities, which range from printing a simple memo as it appears on the screen to full justification and true proportional spacing.

Rather than confuse you by presenting all of this material at one time, we've divided our discussion into three parts. The basics will be discussed here, so that you may do your straight-forward work at once. More advanced material can be found in later sections of this manual.

### Print Function Menu

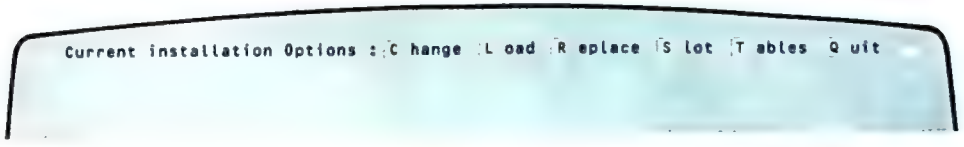
Whenever you wish to print anything or set up for printing with Format-II, select Print text from the Main Menu. You will then see the following display:




### Setting up for Printing

There are a few simple things which Format-II needs to know about your printer before it can print your pages the way you want them. To answer those questions, select Print text from the Main Menu, and then Install. You'll see a very imposing-looking display. Don't worry, most of this information is needed only for very advanced printing applications, which will be covered later.

At the top of the screen is the Installation Menu:



## Using the Installation Page

The printer setup information needed by Format-II is kept in a disk file called an **Installation**. There are several different installations already provided on your program disk. You'll probably customize some of these for your own requirements. These files needn't be kept on your program disk. In fact it's a good idea to keep a library of different installations on a separate disk.

Three kinds of information are kept in an installation file: the slot number, a character table, and the installation parameters you now see on your screen.

## Slot

The simplest piece of information is the number of the interface slot where your printer interface card is installed, inside your computer. This will usually be slot 1, but occasionally a printer interface may be installed in a different slot. To change this slot assignment, select **S**lot from the Main Menu, and enter the correct slot number. When you press **RETURN**, the change will be made.

If you specify either slot 8 or slot 9. Format-II will jump to location $300. An RTS instruction is placed there in FORMAT.ENHANCED. 1. You can create a printer drive to be BLOADed into the location $300 in FORMAT.ENHANCED.3. Drivers placed there could do things like support 'weird' interface cards, create printer ready disk files, etc.. Drivers must be written to fit between $300 and $3d0 to avoid clashes with DOS.

## Videoprint

If you enter "0" as the slot number, the printed output from Format-II won't be sent to the printer at all, but instead to the video screen. This can be handy, for example, to check that your headers and footers look correct, or to make sure that a mailing list works as you intended before turning on your printer. Otherwise, you won't need this feature very often, since what you see in the Editor is what you'll get on the printed page.

## Parameters

The instructions entered into the numbered parameters on the Installation Page tell Format-II how to drive your specific printer. To change the entry for a parameter, select **C**hange from the menu, and enter the number of the item you want to change. When you press **RETURN**, the cursor will move to the proper place on the screen, so that you can enter the new information.

Type your entry, and press **RETURN**. The parameter change will be made and the cursor will return to the top of the screen. In those cases where the options consist of words, you don't have to type in the whole word. The first letter, followed by **RETURN** is sufficient.

If you try to enter illegal information into any of these parameters, Format-II will simply ignore what you've written. When you press **RETURN**, the entry will change back to the original entry, and the cursor will return to top of the screen. When this happens, you'll have to start over by selecting **C**hange again.

### Initialization of Printer or Interface Card: Parameter [00]

Many printer interface cards, such as the older Apple Parallel Printer Interface cards, require a setup string of special characters in order to properly format the printed output. If your system needs such an initialization string — for example, your pages may be printing only 40 columns wide — you should enter the ASCII codes for the characters in sequence, separated by slashes. For example, the correct sequence for the Apple Parallel Printer Interface card is 9/56/48/78, which represents **CONTROL I**, **8**, **0**, **N**.

### Drives for Text: Parameter [05]

If you have more than one disk drive, you may wish to change this parameter to "Both", so that you'll see the catalog of both disks when you want to print a document.

### Saving an Installation

When you have set up your installation page with the slot and parameters you wish to keep, you may save the information to your program disk or any other properly initialized text disk. Format-II will always use the most recently accessed drive when loading or saving installations. To change the default drive, return to the Main Menu and **C**atalog the disk in the drive you want.

Select **R**eplace from the menu. You'll see a catalog of all the installations already on the disk in the default drive and the prompt:

Enter the name by which you want to call your customized installation. When you press **RETURN**, the file will be saved on your disk. Careful: If you select a name which has already been used, you will overwrite the information in the earlier installation. To return to the Installation Menu without saving the current installation, press **ESC**.

A word of caution: When you save an installation, Format-II will also save the current left and right margin settings. When you reload this installation your margins will automatically be set to these values.

### Loading an Installation

When you wish to load a specific printer installation file, insert the disk containing the file into the default drive, select Load, and specify the name of the installation.

### Default Installation

The installation file which is automatically loaded and used by Format-II when you first run the program is named "DEFAULT". The "DEFAULT" installation supplied with Format-II is the same as "10.PITCH" on the program disk. If you wish to use a different default installation, save it instead, using the name "DEFAULT".

### Character Tables

If you select Tables from the Installation menu, you'll see a table of numbers and characters. The table shows the character that will be printed for each of the ASCII codes from 32 to 127. (Printing characters are not normally assigned the lower value ASCII codes.)

The table entry format is as follows:

character to print:width/ASCII code

The initial default table, "10.PITCH" shows every character printed with the same width, 6/60 or 1/10 inch. A proportionally spaced character table will have different widths for different characters, and they may also have different ASCII code assignments. Below the character table are some additional control assignments for proportional spacing and full justification. The use of character tables for proportional spacing and justification will be discussed in a later section of this manual.

To return to the Installation Menu, press ESC.

### Leaving the Installation Page

You may return to the Print Function Menu without saving the current parameter assignments by selecting Quit. These parameters will be used by Format-II until changed, or until the program itself is reloaded. We recommend this procedure for experimenting with different printer setups. When you get what you want, return to the Installation page and save the parameters for future use.

### Print Menu

You have now returned to the Print Function Menu from the Installation Page, and once again you see:

Select Print from the Print Function Menu for any printing operation, whether the page in memory, pages from disk, or a mailing list. You'll see the Print Menu:

This is the menu from which all printing operations are selected. You will use it frequently, as we work through the various printing capabilities offered by Format-II.

### Immediate Printing

You have already used Immediate printing in FAST START!. This command tells Format-II to print only the page currently residing in memory. Specify how many copies to print, and press RETURN. The block next to the word "Printing" at the right of the screen will flash as each line is printed.

### Document Printing

Regardless of size and complexity, documents are stored on your data disk one page at a time. Each page is a separate file, and about 50 ordinary pages of text will fit on a single data disk. Format-II can combine any number of pages from either one or two disks into a single printed document.

Printing a document is similar to doing an "Immediate" print, except that you can ask Format-II to print a sequence of pages stored on your disks, instead of just the page in memory. You can, in addition, also print the page currently in memory. By the way, it's good practice to save the current page in memory to disk, if it is to be part of a document printout.

Select Document from the Print Menu. Your drive (or two drives, if you wish) will spin and a list of page names and numbers will be presented on the screen. You'll see an alphabetized combined catalog of all the text files on the disks in one or both drives, as specified by installation parameter [05].

## DOCUMENT PRINTING

Many documents will be made up of several pages with the same name but different numbers. The numbers indicate where in the document sequence each page falls. FRED 02 would ordinarily come after FRED 01. Letters may be added to the page number to insert a page in the middle of an established sequence. For example, FRED 01A and FRED 01B would fall between FRED 01 and FRED 02.

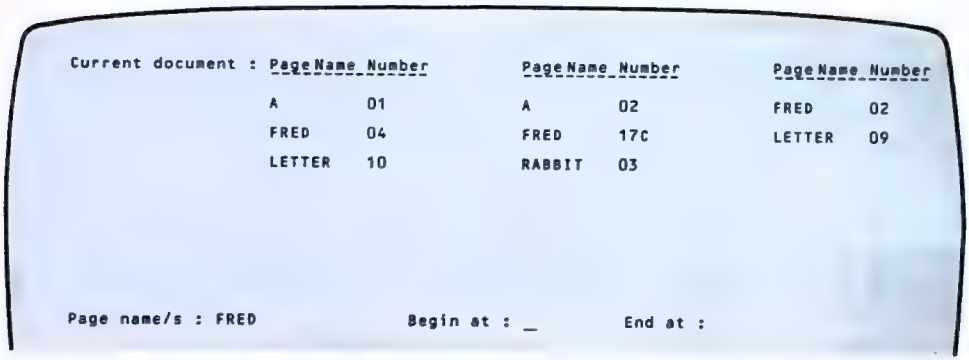
If a page you want to print doesn't appear in the catalog, check parameter [05] on the installation page. If you have two disk drives, you'll probably want to set "**Drives for text**" to "**Both**".

Enter the name of the first page you want to print in your document. Then enter the first and last page numbers to include. If the page name is found in the catalog, Format-II will add it to the list under "Current document :" at the top left of the screen. To include all the pages of the same name in numerical order, just enter **RETURN** instead of beginning or ending page numbers.

Repeat for each successive page name you want to print from this document. You may include pages in any order by using the "Begin at :" and "End at :" fields, or you may include the same page as many times as you like. To include the page currently in memory as part of the printed document, enter **!** instead of a page name.

When you have listed the pages to print in the document, simply enter **RETURN** instead of a page name.

Here's an example:




Simply type in, in the order you want the pages printed, the names of the pages you'd like to print, along with the first and last page numbers of each. Let's suppose you

wanted to print pages 4 and 17C of FRED, all of LETTER and the current page in memory. While the cursor is at "Page name/s :", type *FRED* **RETURN**. The cursor will move as follows:

```
Page name/s : _          Begin at :    End at :
```

Type *4* **RETURN**, then *17C* **RETURN** in response to the page number bounds. This tells Format-II to include all the pages of FRED between 4 and 17C.

Now enter *LETTER* **RETURN**. Since you want to include all the pages of LETTER, you may answer the beginning and ending page number questions with **RETURN**. Format-II interprets this response as "00" for the beginning and "99Z" for the ending page numbers.

Finally, to include the page in memory in the completed document, type **!** for the final entry.

Format-II will ordinarily print all the pages of the same name in numerical order. (If you'd like them in a different order, you'll have to specify them separately.) When you have finished selecting the pages to print, press **RETURN** in response to the page name question. The screen should now show something like the following:

```
Current document :    Page Name Number    Page Name Number    Page Name Number

FRED        04 17C
LETTER      00 99Z    A        01         A        02         FRED     02
PAGE IN MEMORY        FRED     04         FRED     17C        LETTER   09
                      LETTER   10         RABBIT   03

Number of copies (ESC = abort) :          Printing [ ]
```

Enter the number of copies of the entire document you require. When you press **RETURN**, Format-II will immediately start to print your document. The screen display will indicate the number of copies remaining to be printed, and the cursor will blink each time a line is printed.

If you wish to halt during the printing process, press any key except **RESET**. Format-II will stop printing and display the following message:

This allows you to enjoy a quiet telephone conversation, change disks, or refill the printer's paper supply without having to start the printing process all over again. If you press **RETURN**, the printing will resume where it left off. As you might suspect, if you press **ESC** you will be returned to the menu, and the printing job will be aborted.

### Mailing list

To print from a Mailing List, you'll select this option. Using Format-II's Mail System is discussed in detail later in this manual.

### Test

This command, available from the Print Menu, tells Format-II to print a test pattern which shows what characters are printed by your printer when it is sent the ASCII codes from 32 to 127. This test pattern will be particularly useful if you are building a customized character table for a non-standard print wheel for a proportional spacing requirement.

### Quit

To return to the Print Function Menu from the Print Menu, select **Q**uit. From the Print Function Menu you may return to the Main Menu when you have finished printing by selecting **M**enu. You might also want to go to the Installation Page to change one of the parameters before continuing to print your document.

### Summary

The majority of your printing requirements can be handled with the information discussed in this section. If you have more demanding needs, further printing functions will be covered in the next section of this manual.

## Advanced Printing Functions

In this section, we'll discuss many of the advanced printing functions which give Format-II so much power. Proportional spacing and full justification are treated in a separate section, owing to the specialized nature of these topics.

Because of the many technical details which are discussed here, we suggest that you try out each feature on your computer as it is introduced. ***Please take particular care to master the installation and setup procedures for the advanced features of interest to you.***

### Headers and Footers

Format-II allows you to print up to two lines of headers and footers on your text page. Both the actual text and the location of the headers and footers are entered as part of an installation page, along with the other printing setup parameters. Select **P** rint text from the Main Menu, then **I** nstall to go to the installation page.

**Text:** The text of header 1 is entered at parameter [12]; header 2 at parameter [13]. Footer 1 goes into parameter [14]; footer 2 into parameter [15].

**Location**: The location of headers is specified by parameter [10], **Header**, on the Installation Page. Footer location is entered at parameter [11], **Footer**.

A location entry contains 3 or 4 parts, separated by slashes, as below:

| sign | number | / | character | / | selection |
|---|---|---|---|---|---|
| | 1 | | 2 | | 3 |
| | location | | page # char | | selection |

The first part defines the desired line position, relative to the body of your text. This consists of a sign and a number of lines (between 1 and 9). A minus sign indicates that the header or footer is to be placed the specified number of lines **away from** the body of the text — above in the case of headers, below in the case of footers. A plus sign indicates that the header or footer should be inserted the specified number of lines into the text page: an entry in parameter [10] beginning "+1" will print the header on the top line of the text page; starting parameter [11] with "+2" will print a footer on the next to last line of the text page. **A plus sign will cause the header or footer to overwrite any existing text on the specified line.**

The second part of the location entry specifies the character used in the text of the header or footer for a page number. If you don't want page numbers, just enter any character which won't appear in your header or footer text.

The third part specifies whether to use the first or second header or footer, both, or to alternate. Entering "1" will tell Format-II to use the first of the two header or footer entries, "2" specifies the second, and "B" indicates that both should be printed. "A" causes Format-II to print the first header or footer on the first page, the second on the next, and alternate between the two thereafter. "Z" puts the first header on the second page and the second on the first page, and alternates thereafter.

A fourth specification is used only when you have used "B" to print both headers or both footers on each page. This specification works differently in parameter [10] (headers) and parameter [11] (footers).

**Both headers**: As the last segment of the instruction, separated by a slash, enter the desired location of the second header relative to the top line of the electronic text page. You should enter "−1" if you want the second header to be on the line immediately above the first page of the text. Then change the location specified at the beginning of the entry so that it is relative to the second header's position. For example, "−1/*/B/−2" in parameter [10] will cause the second header to be printed two lines above the top line of the text page, and the first header to be printed three lines above the top text line, or one line above the second header.

**Both footers**: In the last part of the instruction, enter the desired location of the second header relative to the position of the first header. Enter "−1" if you want the second footer placed one line below the first footer. For example, an entry of "−1/*/B/−2" in parameter [11] will cause the first footer to be printed on the line immediately below the last line of the electronic text page, and the second to be printed two lines below that.

## Page Numbers

To include a page number in any header or footer, simply place the character you have specified in the second part of parameter [10] or [11] as part of the text. For example, if you enter "Page Number*" into parameter [14], and you have set parameter [11] to "—2/*/1", your pages will be numbered "Page Number 1", "Page Number 2" and so forth.

You may set the starting page number in parameter [09], **Start pagination at.** The number you enter here is the number of the first printed page. You can also specify whether or not you want the page number printed on the first page; if you specify "No-Skip" the headers will be printed on all pages. If you specify "Skip", Format-II will start printing the headers on the second page, and the page number printed on that page will be one higher than your entry. Starting page numbers may range between 0 and 9999.

Here is an example:

```
[09] Start pagination at.......1,No-Skip
[10] Header....-1/*/1
[11] Footer....


[12]                          Page - *
[13]
[14]
[15]
```

The above entries will cause the page number to be printed at the top of each page, one line above the text page.

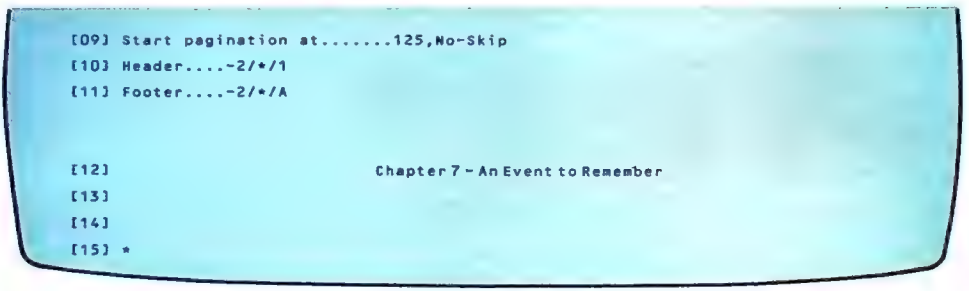
Here's another example:

```
[09] Start pagination at.......1,Skip
[10] Header....-1/*/B/-3
[11] Footer....-2/*/B/-1


[12] Working Paper
[13] [12]/31/84
[14] Jones Company
[15]                          - * -
```

In this example, the first page will have no headers or footers printed. On all subsequent pages, the headers entered at parameters [12] and [13] will be printed 4 and 3 lines above the text, respectively. "Jones Company", parameter [14], will be two lines below the text, and the page number will appear one line below that.

Here's a third example:



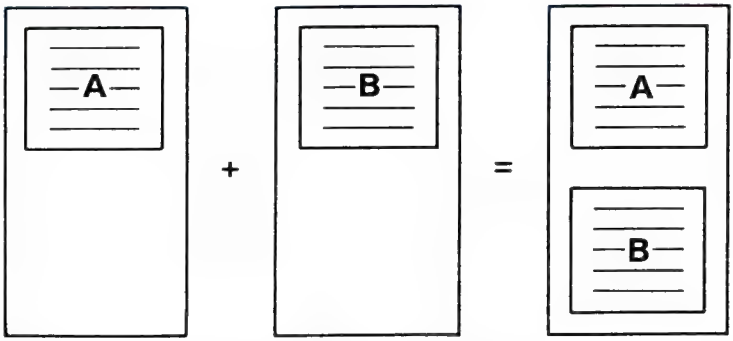

The chapter heading is at the top of each page, two lines above the text. The first page will be numbered 125. Page numbers, with no accompanying text, will alternate, being printed on the right side of odd-numbered pages, and on the left side of even-numbered pages.

## Page Length

The number of lines to print per page is stored on the disk with each text file. You may overrule this number at print time by entering the new number of lines into parameter [01], **Number of lines / page**. Leaving parameter [01] set at "Current" will cause each page to be printed at the length it was given when it was most recently stored.

If you have set parameter [01] to a number, Format-II will print that number of lines of text (from successive document pages if necessary) and then perform the action specified in parameter [02], **Action after page**. Parameter [02] may contain instructions to do nothing, issue a form-feed, or print a number of blank lines.

If a text page contains fewer lines than the current number of lines per page, Format-II will ordinarily insert blank lines to fill out each page. When you have a number of pages of differing lengths which you wish to combine into a single document, you may do so by setting parameter [03], **Paragraph printing**, to a number, and parameter [01] to the desired number of lines per page for the finished document. At the end of the text on each of your text pages, only the number of blank lines entered into parameter [03] will be printed. The next text page will start a new paragraph on the same printed page. Depending upon your printer's characteristics, you would then set parameter [02] either to "Form-feed" or to the number of lines to skip before starting a new page. The result will be continuous paragraph printing, with paragraph breaks between each of your original text pages, and page breaks after the number of lines specified in parameter [01], regardless of the lengths of the original pages.




If your printer has an automatic page skip, you may set parameter [01] to "1", parameter [02] to "Nothing" and parameter [03] to the number of lines you usually leave between paragraphs. This will allow continuous printing of multiple pages without extra blank lines.

## Margins

Text page margins can be adjusted as each page is written or edited. Margins can be set from either Enter Text Mode or Format Mode, as discussed earlier. Remember that if you are adjusting existing text, the margins and the text should be lined up first. If they don't line up correctly, reset the margins using the **CONTROL L** and/or **CONTROL R** commands in Enter Text mode.

There is a command on the installation page you may use to adjust the position of the formatted page on the printed page. Parameter [06], **Leading spaces**, if set to a number greater than zero, instructs the printer to insert that number of leading spaces between its left margin and the left margin of the printed page. ***Remember, though, that the number of leading spaces plus the width of your text page must not exceed the width capacity of your printer!***

### Underlining

Underlining is inserted into the text page while it is written and edited. You may, however, decide among various options on how to print a page which includes underlined text.

Two parameters on the installation page control the printing of underlining: parameter [07], **Suppress underlining** and parameter [08], **Suppress underlined text**. These two do exactly what their names imply when set to "Yes" or "No". If parameter [07] is set to "Yes", underlining is suppressed, which means that no underlining instructions are sent to the printer. If your printer, like most dot matrix printers, can't backspace, you won't be able print underlines with Format-II, and should therefore set this parameter to "Yes". Setting parameter [08] to "Yes" instructs Format-II to send spaces to the printer instead of the text which was underlined. You'll have a blank spot on the printed page where that text would have been.

You can get even fancier. If you set parameter [07] to "No" and parameter [08] to "Yes", you'll find the underlines printed, but the text not there. And of course, we wanted to give you all the options: there's one more option for parameter [08]. "Only" instructs Format-II to print only the underlined text, leaving spaces for everything else on the page!

Here's an example of this last feature. A teacher wants to give a test where the students will fill in the blanks to complete sentences. He underlines the answers on his text page. To make copies of the test for the students, he enters "No" in parameter [07], so that the underlines theselves will be printed. He then puts "Yes" into parameter [08], so that the answers will be left out. Leaving the installation page, he then prints enough copies for his class. Now he goes back to the installation page, and changes parameter [08] to "Only" — and prints an answer sheet for himself.

If your printer does not backspace, but does provide a software controlled underline feature, consult the printer manual for the appropriate codes to enter as Printer Codes. You can then toggle the underlining by embedding a Printer Code before and after the text to be underlined. (See section immediately below.)

### Software Control of Print Fonts

If you have a printer which has features such as enhanced, bold or shadow printing, you can take advantage of them by setting up a series of printer codes to turn these features on or off. The printer codes listed in the Appendix show codes which will work for many popular printers. If your printer is not on this list, look in your printer instruction manual for the appropriate software control codes.

### Printer Codes

A Printer Code is a short sequence of ASCII character codes that is embedded in your text, generally for the purpose of printer control. Changing font or style is a typical application for this feature. To use a printer code, you must first enter the desired sequence into one of the parameters between [16] and [25]. Type the decimal ASCII equivalent of each character in the sequence, up to five per sequence, separated by slashes as shown by the examples given in Appendix B. When you want to issue a special instruction to your printer at a point in the text — for example, to start double-width printing — just type ^O and the number which corresponds to the coded parameter.

| Parameter | Number to type |
|---|---|
| [16] | 0 |
| [17] | 1 |
| [18] | 2 |
| [19] | 3 |
| [20] | 4 |
| [21] | 5 |
| [22] | 6 |
| [23] | 7 |
| [24] | 8 |
| [25] | 9 |

When you come to the end of the part of the text you want in the special typeface, just enter the proper printer code for turning the feature off.

When you use a printer code, a number will appear in your text to show which printer code you entered at that spot. As an example, let's consider using an Anadex WP-6000. The printer codes are shown in Appendix B. If you used them in the text below, you might see the following:

If we had set up printer codes 3 and 4 properly, the embedded characters would instruct the printer to print the word "good" in double width, and then to return to normal width. This printer's code for double width on is ESC N. The ASCII code for ESC is 27, the ASCII code for N is 78. At parameter [19] 27/78 should have been entered, so printer code 3 will instruct the printer to start double width. Similarly, 27/79, the instruction for double width off, should have been entered at parameter [20], for printer code 4.

## ADVANCED PRINTING

### Letter Quality Printers

If you have a printer with a changeable daisy wheel or thimble print element, you may change fonts during the printing of your document. You can embed a character in your text which tells Format-II to wait until you press a key — and one of the uses for this could be to change print elements. Enter the decimal ASCII equivalent of the character you wish to use into parameter [28], **Pause character**. Now whenever that character appears in your text, printing will stop until you have pressed a key. ***Be careful not to use this character elsewhere as a printing character.***

### Printing Characters Unknown to your Apple

If you want to use characters in your printed work which are not available from the Apple keyboard, but which can be produced by your printer, Format-II will allow you to do so.

Parameters [26] and [27] instruct your printer to print one character when you have actually written another. For example, the Apple II plus does not have the square brackets "[" and "]" available at the keyboard. Most printers, though, can print these characters. You may select a character to enter when you write your page which will be replaced at print-time by the square brackets. You might decide to use the percent sign "%" for the left square bracket, and the ampersand "&" for the right square bracket. Insert the ASCII code for "%", 37, in the first part of parameter [26]. Put the ASCII code for the left square bracket, 91, into the second part. Similarly, parameter [27] should be set to "Change 038 to 093".

You may accomplish the same thing with printer codes. If you were to enter "91" into parameter [17], for example, you could tell your printer to print a left square bracket by using printer code 1.

Further details on setting up printer installation parameters and specific printer code assignments may be found in the Reference Section of this manual.

## Justification and Proportional Spacing

Format-II is able to work with advanced printers, such as Diablo and Qume, to produce text that looks like "book printing". This is accomplished through the use of full justification and proportional spacing, both of which are discussed in this section.

A block of text produced by a typewriter or a printer with a "standard" 10-pitch or 12-pitch print element — 10 or 12 characters per inch, respectively — is easily recognized by the ragged or uneven right edge. Each character, including the space, is a constant width. Each line is printed exactly as it was entered, with typically a single space between words and two between sentences.

Here is an example of normal printing:

```
This is an example of text which we have
prepared to show how it looks with
proportional spacing, justification, and
combinations of the two.  Any amount of
text can be written to make this
demonstration, but we'll settle for a
reasonable amount. Enough to provide
several lines of differing lengths.
```

Justification is the process of adding space, generally between words or sentences, so that both the left and right margins are straight. There are several degrees of refinement possible, from the addition of whole spaces to the use of microspaces or small fractions of a space spread uniformly across a line of text.

### Full Space Justification

The simplest method of justification inserts extra full spaces between words where spaces already exist. The advantage of this approach is that it will work on any printer. The disadvantage is the "chunky" appearance that sometimes results.

Obviously this approach will only work where there are spaces between words. Format-II tries very hard to make the appearance as neat as possible. The program doesn't add all the spaces on the same side of the page, and it doesn't attempt to justify a line which is too short. You can see how full space justification will look before printing by using the Justify command in Format Text mode. To request full space justification, enter "Space" into installation parameter [04].

Here's an example of full space justification:

```
This is an example of text which we  have
prepared  to  show  how  it  looks  with
proportional  spacing,  justification,  and
combinations of the two.  Any  amount  of
text  can  be  written  to  make  this
demonstration,  but  we'll  settle  for  a
reasonable  amount.  Enough to provide
several  lines  of  differing  lengths.
```

### Microspace Justification

Microspace justification adds space to or takes space away from each line as needed, in order to make the right margin line up evenly. Space is adjusted across the page in increments of 1/120 of an inch. It may be added to or taken from the spaces between words, the spaces between letters, or both. Format-II allows you to specify the relative priority of adjusting the space between letters or words. To instruct Format-II to use Microspace justification, enter "Justify" into installation parameter [04]. ***You must also be sure that the other parameters at the character table are set properly for your printer.***

Here's a sample of microspace justification:

```
This is an example of text which we have
prepared to show how it looks with
proportional spacing, justification, and
combinations of the two.  Any amount of
text can be written to make this
demonstration, but we'll settle for a
reasonable amount.  Enough to provide
several lines of differing lengths.
```

## Proportional Spacing

Proportional spacing takes advantage of the fact that different characters have different widths. To illustrate this, consider the letters "i" and "w". A glance at your own handwriting should convince you that you don't use as much space for the "i" as you do for the "w". The simplest approach to printing, however, is to assign a constant width to each character, for example, 1/10 inch for a 10-pitch element.

A proportionally spaced typing element assigns different widths to the various characters, which results in a tighter page — more text will fit because of the use of narrow characters — and a generally more pleasant appearance.

Format-II moves the printer head forward different amounts after printing each letter when using proportional spacing. For example, an "i" is narrow, and a "w" is wider. For proportional spacing, you need to have a printer which is able to print in this manner. Such printers are usually daisy wheel or thimble printers equipped with a special proportional-spacing print element.

## PROPORTIONAL SPACING

You must load a character table which corresponds to the characteristics of your particular print wheel. This table will tell Format-II the width of each character on your print element. You do **not** need special word-processing ROMS in your printer to exercise this option. To instruct Format-II to do proportional spacing without justification, enter "PS" into parameter [04].

Here's an example of proportional spacing, without justification:

```
This is an example of text which we have
prepared to show how it looks with
proportional spacing, justification, and
combinations of the two.  Any amount of
text can be written to make this
demonstration, but we'll settle for a
reasonable amount.  Enough to provide
several lines of differing lengths.
```

### Proportional spacing and microspace justification

The most effective and aesthetically pleasing printing generally results from an intelligent combination of proportional spacing and full justification. Format-II provides the means to drive printers which support these advanced features. In addition, Format-II allows you to modify individual character width assignments, to suit your personal tastes and special requirements.

If a proportional space character table and the proper setup instructions for your printer are installed when you enter "Justify" in parameter [04], you will have the most professional combination: proportional spacing and justification, like that found in typeset text.

Here's an example of proportional spacing and full microspace justification:

```
This is an example of text which we have
prepared to show how it looks with
proportional spacing, justification, and
combinations of the two.  Any amount of
text can be written to make this
demonstration, but we'll settle for a
reasonable amount.  Enough to provide
several lines of differing lengths.
```

### Using Proportional Spacing

When you have successfully installed a proportionally spaced character table and the appropriate commands for your printer, and you have set parameter [04], **Justify**, to "PS" or "Justify", there are several features you may call on with special dedicated printer codes. Printer code 6 allows you to customize your bold printing; printer codes 7, 8 and 9 are helpful in printing columns or tables.

**Overstrike** (printer code 6, parameter 22): If you enter "0" as the first character of the sequence in printer code 6, the second number (which must be between 1 and 9) tells the printer how far the print head should move before the second strike of an overstrike. For example, "000/001" will make the second strike 1/120th inch to the right of the first strike. The larger the second number, the heavier the "bold" character will appear. A little experimentation will quickly show you the best setting for your particular printer. Insert a printer code 6 before and after the text to emphasize. Bold printing will automatically be turned off at the end of the line.

**Proportional Spacing Toggle** (printer code 8, parameter [24]): When you enter 0 into parameter [24], printer code 8 becomes a toggle for proportional spacing. Enter printer code 8 in your text page, and proportional spacing will be temporarily turned off. Enter a second printer code 8 to turn it on again.

## PROPORTIONAL SPACING

**Justify Toggle** (printer code 7, parameter [23]): When you enter 0 into parameter [23], printer code 7 becomes a toggle for justification. Enter printer code 7 on your text page, and justification will be temporarily turned off. Enter a second printer code 7 to turn it on again.

**Proportional Space Tab** (printer code 9, parameter [25]): To line columns of text or numbers up when your text is justified or proportionally spaced, you may also use printer code 9 as a special tab instruction. To set the proportional space tab up, enter "0" into parameter [25]. To use it when you are entering text, move the cursor to the column where you want the text to be printed, and type ⌂ 9. Then enter the text you want lined up. When it is printed, the text will appear exactly in the column where the printer code 9 was entered.

A simple example of the Proportional Space Tab feature would be helpful. Prepare a list of roman numerals and their decimal values, as follows:

```
III    three
XXX    thirty
```

If you are using proportional spacing, the column of values on the printed page will not line up exactly if you merely enter them so they look right on the screen. This is because the "X" is typically about twice as wide as the "I" in a proportional printing typeface, whereas on the screen they are the same width.

```
III      three
XXX       thirty
```

Let's use the Proportional Space Tab to make the columns line up properly when printed. Move the cursor to the column on the page where you want the decimal values to be printed and type ⌂ 9, like this:

```
III      9 three
XXX      9 thirty
```

When the page is printed, the decimal values will be printed at the same horizontal position on the page.

## How Proportional Spacing and Microspace Justification Work

These advanced printing features require a printer which can accept the Format II instructions to move the printhead across the page in multiples of 1/120 of an inch, and a printing element designed for this application.

## A Proportional Space Character Table

For purposes of illustration, let's look at the space and character table supplied on your disk in the installation named PLASTIC.PS. Go to the Installation Page, and select Load. Then specify "PLASTIC.PS" when you see the list of available installations on your program disk. Now select Tables, to examine the table itself.

Each entry in the table consists of three parts: the character (followed by a colon), its half-width in 1/120ths of an inch (followed by a slash), and its ASCII decimal representation. You will notice that the first character, the space, has a half-width of 5, as does the "n". A wide character, with a half-width of 8 is the "W". Narrow characters, such as "i" and "l" have a half-width of 3, and the apostrophe has a half-width of only 2. Obviously, each character takes up twice as much space as its half-width.

In contrast, the character table for the regular 10-pitch type which is supplied with the default installation specifies a half-width of 6 for every character, including the space. This means that each character takes up 12/120 inches, or that 10 characters will be printed per inch, regardless of the "natural" width of the printed characters.

## Proportionally Spaced Printing

To print a proportionally spaced character, Format-II sends the ASCII code of the character to the printer. After the character has been printed on the page, the program tells the printer to move the print head a distance of the half-width of the character just printed **plus** the half-width of the next character to be printed.

For example, to print the word "Will", the printer is instructed to move 11/120 inches between the "W" and the "i" (half-width of "W" + half-width of "i"), 6/120 inches between the "i" and the "l", and another 6/120 inches between the two "l"s.

Here's an illustration of these relationships.

This process is repeated for each character in the text file.

### Justification

If justification has been requested, the program makes calculations concerning the layout of each line before beginning to print. It adds up the space taken up by all the letters and decides how much extra space should be added to the line or taken away. It then decides where to make these adjustments, adding or subtracting the tiny space increments at the appropriate places, in accordance with your instructions. The program then proceeds to print out the line using these **adjusted** half-widths instead of those in the character table. It goes through this entire process one line at a time, so quickly that you're not even aware of the extra work!

Here's an simple example: Let's suppose we are trying to add 1/12 inch to a line consisting of the words:

```
one two three four five six seven eight nine ten eleven
```

Let's further suppose that we have decided to justify adjusting only the spaces between words.

Each full space in the PLASTIC.PS type face is equal to 10/120 inch (twice the half-width listed in the table). In the diagrams below, we'll replace the space with a series of dashes each representing a 1/120 inch microspace.

```
one---------two----------three
```

There are nine spaces in the line. First, let's go through, adding one microspace, or 1/120th of an inch, to each space.

```
one----------two----------three
```

Now each space between words will be 11/120 inch wide. But we still have one microspace to add somewhere. Let's arbitrarily add it onto the first space on the left.

```
one-----------two----------three
```

Now we can print the whole line, with the first space 12 microspaces wide, and each of the others 11 microspaces.

## Justification and Proportional Spacing Instructions

The six sets of numbers below the character table tell Format-II how you'd like it to accomplish the justification process. We'll now discuss each of these setup commands.

## Justify Offset

This number allows you to adjust the actual width of the printed text. Justify offset tells how many increments of 1/120 inch to add to or subtract from a "standard width". The "standard width" is equal to twice the half-width of a space multiplied by the number of columns on the page. An offset of 000 tells Format-II to justify each line so that the width of an 80 column page would be the same as 80 medium-sized characters (those with the same half-width as a space) printed with no spaces between them. The offset may vary between −254 and +254. For example, an offset of +120 tells the program to add one full inch to the width of each printed line; −120 instructs it to take a full inch out of each printed line.

In the case of the PLASTIC.PS character table, the standard width for an 80 column line would be (5x2x80/120) inches, or 6 2/3 inches. Setting Justify offset to "+40" would spread each line over a width of 7 inches; setting Justify offset to "−80" would squeeze an 80 column line of PLASTIC.PS characters into just 6 inches.

### Aggressiveness

This number tells Format-II how hard it should try to justify a line before giving up because it is too short, i.e. there aren't enough characters in it. When the program has calculated the target width for the line and the width the line would be if each character and space were printed with no space adjustments for justification, it then computes the difference between the two. If the difference is greater than the Aggressiveness entry, the line will not be justified.

### Justify first

By entering "Space" or "Character", you tell the program whether to start the justification process by adjusting all character widths, including spaces, or by adjusting the width of spaces only. The default is typically "Space".

### Space priority and Char. priority

You may indicate the ratio you want between justification by adjusting spaces and by adjusting characters.

Examples:

Justify first : space
Space priority : 1
Char. priority : 0

This would force the program to change spaces before characters, and in the ratio of 1 to 0 — in other words, never adjust characters.

Justify first : space
Space priority : 2
Char. priority : 1

This would force the program to go through the line twice adjusting the spaces before it went through once more, adjusting characters.

### PS on sequence

This should be set to the sequence of codes which your particular printer understands as instructions to move the print head. The sequence in the sample table, "027/031,0" represents the instruction sequence which printers with a Diablo standard interface expect to see. If this doesn't work for your printer, look in your printer instruction manual for the **Horizontal Motion Index** or **HMI**. Your entry should include the sequence of codes which tells the print head to move, followed by a comma and a number which is **one less than** the code which tells it to move an increment of 1/120 inch.

The PS ON sequence has been enhanced to allow a trailing character. If you add an extra printer code followed by # symbol, the last code will be output after the increment. The starting point for the increment will automatically be the second to last code. For example, "027/085/,000,036#". This will put out for each character in the document 027 then 085 then the number of 120ths of an inch to move plus 000 then 036.

### Translation table

A few proportional spacing print wheels such as the Qume, rearrange the characters on the wheel so that the standard ASCII codes don't produce the expected characters. The character tables for these print wheels also serve as translation tables. If you are using one of these print wheels, you should determine which codes should be sent to produce each of the characters in the table, by making a test printout. (From the Print Menu, select **T**est.)

You may edit the widths and the character codes in the table to suit your particular print wheel. Load the installation file which comes closest to meeting your needs. This will probably be one of those with the suffix ".PS". Use the arrow keys to move around in the table, entering the correct codes for each character. If you change or retype the width for a character, the cursor will automatically move to the code section of that entry. Enter the new code, followed by **RETURN** to change the value. If you enter **RETURN** without putting in a new value, the code will be unchanged from its previous entry. When you are through editing the character table, you may type **RETURN** with the cursor on a width entry, and you will automatically move to the instruction section of the screen.

### Leaving the Space and Character Table

When everything is complete, type ESC to return to the Installation Page.

***Don't forget to save this new character table by selecting Replace from the menu! Give the installation a descriptive name so you may load it whenever you want to do proportional spacing.*** All the information from the installation page, the default page length, margins and paragraph parameters will be saved along with the installation.

Remember that the installation which is named "DEFAULT" will be loaded when Format-II is booted. We recommend that you always keep a copy of each installation you create, with a descriptive name. Then when you replace the "DEFAULT" installation, the previous default will not be lost.

If you want to move installations from one disk to another using the Apple DOS FID program, you'll find them stored as files named "INST.*name*", where "*name*" is the name by which Format-II calls the installation.

## Mail System

You can do much more with Format-II than just write memos, letters and papers. With the assistance of the powerful Format-II Mail System, you can organize your data handling chores quickly and efficiently. For example, projects such as printing mailing lists and form letters for selected members of a customer database are easily carried out. Rapid retrieval of sorted information is merely a matter of a few keystrokes, instead of shuffling through stacks of papers or boxes of index cards.

### Mailing Lists and Data Bases

The Format-II Mail System uses a fast, compact **data base** to store and manipulate many kinds of information for you. You are no doubt familiar with one simple data base: the index card file. A small box — the file — contains a number of sorted index cards. The Format-II Mail System organizes information in a similar manner.

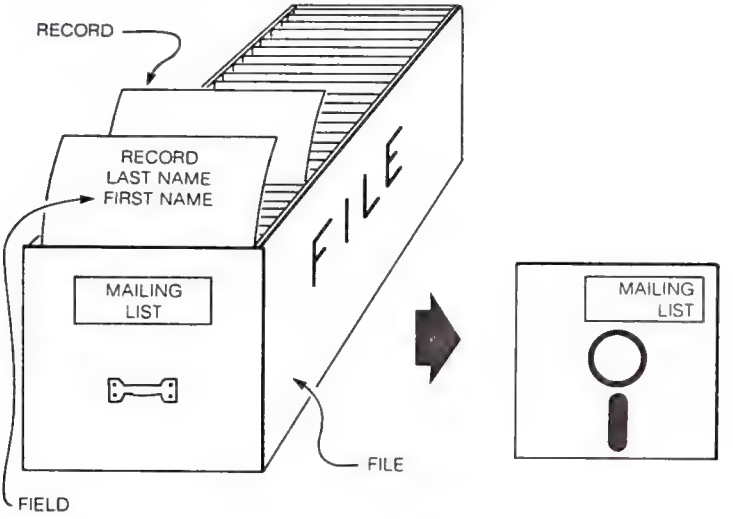
A Mail System data disk is very much like a manual card file, for it provides a convenient place to save, sort, select, and retrieve information, in an organized form. Each of your Mail System data disks contains one complete data base. Each data disk is dedicated to a specific application, such as a customer address file for up to 510 customers. Larger data base requirements can be broken up to fit on two or more data disks.

### Records and Fields

Two "computer jargon" terms which will be helpful in describing a data base are **Record** and **Field**. A data base **Record** is similar in function to an individual card in an indexed card file. A card holds one complete set of organized data, such as the address and related information for one specific customer. The data base record also holds — in a different physical format, to be sure — the same information.

Each line on a file card is assigned to the same kind of information, such as "name" or "state". This makes it easy, as you are flipping through the stack of cards, to locate those cards which meet your specific criteria. For example, you might want to find all the people named "Smith" who live in the state of "Missouri". Information is similarly subdivided into **fields** within each Format-II data base **record**. A **field** in a Format-II **record** is similar, at least in function, to a line on an index card.

The figure below illustrates the relationship between an indexed card system and the Format-II mail list data base system.




A manual card file has a big advantage over lists on pieces of paper, because you can rearrange the cards in any order you like. You can also sort or select specific cards by name, by geographical location, or even by marital status!

The Format-II Mail System provides the advantages of an indexed card file, with all the added speed, accuracy and convenience of the modern computer. You can use your Mail System to keep track of practically anything at all — your tape collection, donations to the charity of which you are treasurer, or simply the names and addresses of your associates, friends or customers.

The Format-II Mail System is, however, much more than just a simple data base. This powerful tool also provides complete form letter writing capability, allowing you to produce individually personalized letters — including the mailing labels — for up to 510 people per diskette!

## Format-II Terminology

The most frequently used technical terms are **record** and **field** which were introduced above:

**Record** An organized collection of information in a data base, similar to an index card in a simple manual card file.

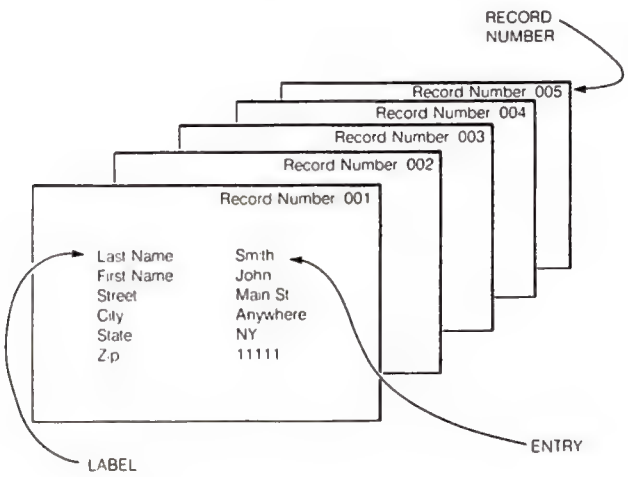
**Field** An item of data in a record, similar to a single line of information written on an index card.

Let's add two more technical terms: a **Label** is the **name** which you give to a field in your mailing list record. It's like printing an identification word at the beginning of each line on your index cards to remind you what kind of information to write there. You'll soon learn how to define a set of labels when you set up a Format II data base or mailing list. An **Entry** is the specific piece of information — or data — which you subsequently type into a labelled field.

**Label** The name given to an individual field in your mailing list. These names are used to identify specific types of data, such as "state" or "name". A Format-II label may be up to 15 characters in length. You don't need to use short, non-descriptive labels when you set up a data base.

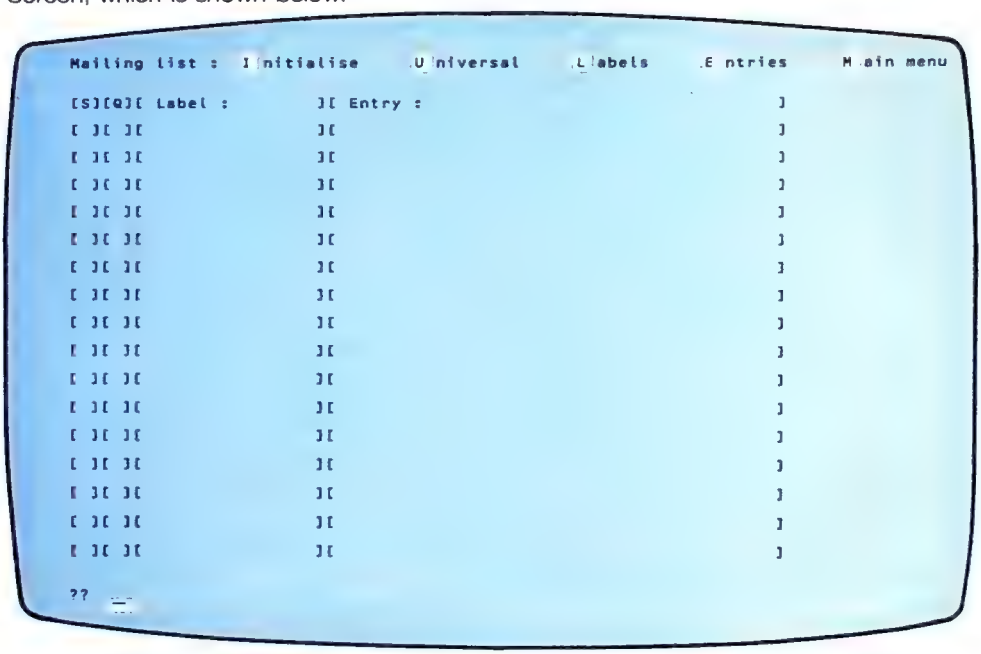
**Entry** Information put into a specific field in one record of your data base. A Format-II entry may be left blank, or it may be as long as 16 characters.

A Format-II Mail System data base may contain as many as 510 records on each data disk. A Format-II record may contain up to 16 fields, or places for data entries.



### A Brief Demonstration

Let's create a small mailing list made up of customers and vendors, to demonstrate the power of Format-II. From the Format-II Main Menu, please select Mailing list. You'll now see a new menu at the top of your screen, and a display which we'll explain directly. Both prompt and cursor are located at the bottom of the Mailing List Setup Screen, which is shown below:




### Initialize a Mail System Data Disk

Before setting up a data base, such as our sample mailing list, you must initialize a data disk to store the information. Place a blank disk in Drive 1, and select Initialise to begin the process. The red light on the drive will come on and you will hear the disk spin while it is initialized. Prepare an identification label for your data disk, so you'll know what kind of data you've saved.

These special data disks can only be initialized in Drive 1 using the Initialise command on the Mailing List screen. These disks are not compatible with standard DOS 3.3 disks, such as your Format-II program disk. However, these data disks can be backed up, using COPYA, or an equivalent disk copy program.

*To reuse a* Format-II *Mail System data disk, you must first initialize it with the standard DOS 3.3 "INIT" command, to erase the old mailing list. Then initialize the disk a second time, using* Format-II's *Initialise command.*

*Now you are ready to set up a mailing list.*

## Creating a Mailing List

The first steps in designing a mailing list are to decide what information you wish to include in your data base, and what labels, or field names, will be most helpful to you in using the information. For our example, let's identify an individual and his company, including address, and indicate whether he is a customer or a vendor.

When Format-II is printing from a mailing list, it will replace any valid labels it finds in the text with the data entry in the field of the current record which corresponds to that label. For this reason, it is wise to give names to the data field labels which are unlikely to occur by accident. An easy way to do this is to precede the label with a character which rarely occurs at the beginning of a word. We'll use the exclamation mark to identify our mailing list labels.

Let's try the following labels:

| | |
|---|---|
| !last.name | !city |
| !first.name | !state |
| !company | !zip |
| !street | !class |

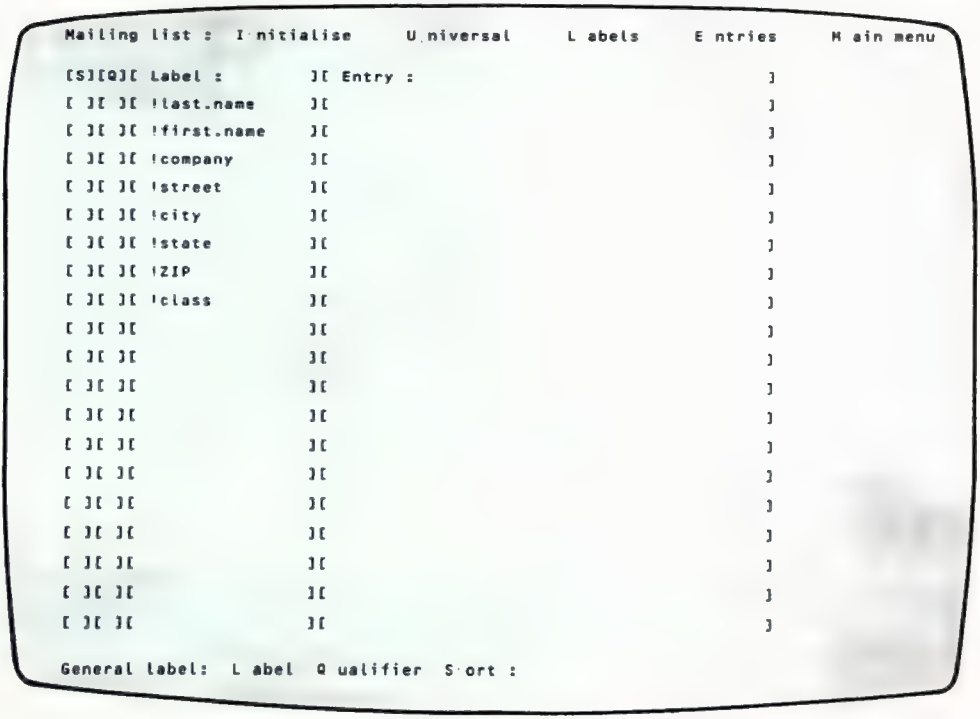
## Setting up Mailing List Labels

Select Labels from the Mailing List Menu to set up your mailing list. Now you'll see this prompt at the bottom of the screen:

Select Label, to enter labels for each of your information fields. (We'll discuss the other two commands after this exercise.)

The cursor will move to the beginning of the first empty space in the column named "Label:". Enter "***!last.name***" here. As you enter your first label, you'll notice that text entry and cursor movement operate as they do in the Editor's Enter Text mode. The arrows will move the cursor without changing the text, and **RETURN** will accept one label and move the cursor down to the beginning of the next. To change characters within a label, use backspace and type over characters you want to change, for there is no delete character command here. Use **SPACE** to wipe out unwanted characters.

At the second label space, enter "***!first.name***". You can go back to the previous label by backspacing from the beginning of the current one. You may also use the arrow keys to move the cursor in any direction. Enter the rest of the labels the same way. The screen display should now look like this:


Mailing list : I nitialise U niversal L abels E ntries M ain menu
[S][Q][ Label : ][ Entry : ]
[ ][ ][ !last.name ][ ]
[ ][ ][ !first.name ][ ]
[ ][ ][ !company ][ ]
[ ][ ][ !street ][ ]
[ ][ ][ !city ][ ]
[ ][ ][ !state ][ ]
[ ][ ][ !ZIP ][ ]
[ ][ ][ !class ][ ]
General label: L abel Q ualifier S ort :

You may occasionally wish to have more than one field identified a single label. If a label category contains more than one line or field, you can indicate continuation by using a quotation (or ditto) mark ("). This signifies that the "dittoed field", or continuation field, is to be printed directly below the previous one. When you do this, though, you can't refer to the fields independently. This limitation, as you will see, can sometimes be inconvenient.

### Saving Mailing List Setup

When you have completed entering your labels, press **ESC**. The prompt at the bottom of the screen will change to:

Select **R**eplace. Format-II will save your mailing list layout on the mailing list data disk. (If you wish to leave without saving this set of labels, you may abort by pressing **ESC**.)

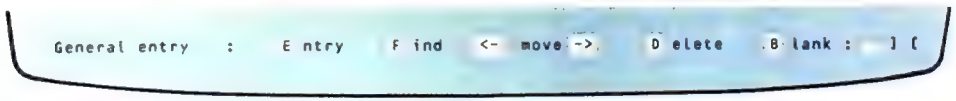
The screen will display your labels, along with this prompt:

Press **ESC**, which will return you to the Mailing List menu. We'll discuss sorting and qualifiers later, after we've put some data into our new data base.

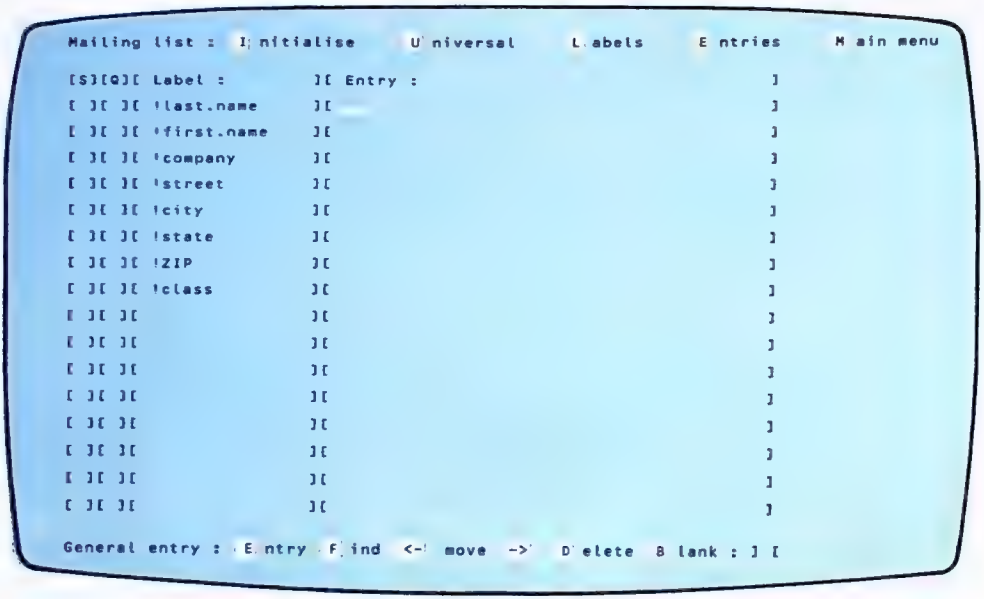
### Entering Data

Let's enter some data into our sample data base.

Select **E**ntries from the Mailing List Menu, which should still be displayed at the top of your screen. Format-II will load the mailing list format with your labels from the disk, and display them along with the following prompt line at the bottom of the screen:




Press **E** again, to enter the first data item. The cursor will move to the first line of the column named "Entry :":


Mailing list : Initialise Universal Labels Entries Main menu
[S][Q][ Label : ][ Entry : ]
[ ][ ][ !last.name ][ ]
[ ][ ][ !first.name ][ ]
[ ][ ][ !company ][ ]
[ ][ ][ !street ][ ]
[ ][ ][ !city ][ ]
[ ][ ][ !state ][ ]
[ ][ ][ !ZIP ][ ]
[ ][ ][ !class ][ ]
General entry : Entry Find <- move -> Delete Blank : ] [

Now type some data into each field of the first record of your mailing list data base. If you like, you may use the following sample data:

| | | |
|---|---|---|
| Smith, John | Jones, Joe | White, Maryann |
| Big Company | Bookworms, Inc. | Jacob's Ladder |
| 123 Willis Drive | 345 Harris Ave | 876 Browns Dr. |
| Southville | Janestown | Cocoa Beach |
| LA | AK | ND |
| 12345 | 99999 | 66666 |
| vendor | customer | Vendor |
| Brown, John | Green, Irene | |
| Smith Co. | Happy Customers, Inc. | |
| 345 Town Ave | 345 Apple Ave | |
| Brookings | Happyville | |
| MN | MA | |
| 55555 | 02193 | |
| customer | vendor | |

You'll find that cursor movements and text entry are the same as for entering labels. You may leave any field blank, if you wish. When you've entered all the information in one record, hold down the RETURN key so that the cursor rapidly moves the rest of the way down the screen. As the cursor moves down off the last entry line, Format-II will automatically save the filled-in record and give you a new blank record form to enter the next set of information.

When you have finished entering information in your last record and don't want to start another, press ESC. Format-II will then prompt you for the disposition of the current record:

Press S to Save the record. (As usual, ESC would allow you to return to the previous menu without saving the record currently on the screen.) The prompt will change back to:

A number will now appear between the brackets at the right end of the prompt. This refers to the identification number of the record currently displayed. If you had entered the five sets of data shown above, you would be looking at the last record, which is number 004, since the numbers start at 000.

## Browse and Find

Let's look at some of the things we can do with your data entries. Format-II allows you to browse through all the entries in your mailing list, in forward or reverse order. This is like flipping through the index cards in a card file. Press the left arrow key, and the display will shift to show the preceding record. The right arrow key displays the next record. You can walk through as many records as you have entered, one at a time, in their current order. You can also examine your mailing list records any time you see the cursor blinking at the prompt:

The number between the brackets at the right indicates the record number of the record you see on the screen.

Format-II can also search through your records to find any word or group of characters which you supply. For example, to display only the records of vendors, you'd follow the following steps:

1. From the General entry menu, select **F**ind. The prompt changes to:

2. Enter the word "***vendor***". In the **F**ind operation, Format-II will ignore the differences between upper and lower case, so it doesn't matter whether you entered the word the same way in each case.
3. Use the arrow keys as before to move back and forth through the data base. This browse, unlike the unrestricted case, is limited to those records which contain the word "vendor" somewhere in them. Format-II doesn't care where in the record the match is made.

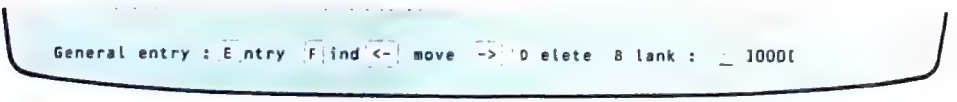
After you've viewed all the records which contain a matching string, a blank form is displayed. You may continue looking at the selected records by using the arrow keys, or you may return to the General Entry Options by pressing **ESC** .

The **F**ind command can be very helpful if you aren't sure of your information. For example, you might remember that the person you want to look up was named Mary-something. **F**ind "***Mary***", and Format-II will show you the record of Maryann White. If you were to ask Format-II to **F**ind "***Ma***", though, you would see the record of Irene Jones as well, since she lives in MA. Remember that this search doesn't distinguish between "Ma" and "MA".

## Deleting a Record

A useful data base must allow you to remove records which are no longer needed, as well as change those which need updating.

Format-II allows you to delete a record with a single keystroke. With the record to be deleted ***(be sure it is the right one!)*** displayed on the screen, select **D**elete from the General Entries prompt:




The disk will spin, and the record will disappear from the data base. Be careful, for this is a permanent removal. You cannot recover the deleted information.

The possibility of accidental deletion of useful data is a powerful argument for keeping up-to-date backups of your mailing list disk. You can back up your mailing list data disk, like all Format-II disks, with any standard disk copy program, such as COPYA.

### Changing a Record

There are two ways to change the contents of an existing record, depending on how drastic the desired changes will be.

The way to alter just a portion of a record is to select **E**ntry from the General entry menu, after selecting the record to be updated. The cursor will move to the data entry area, permitting you to edit your data the same way you entered it. The arrows and the **RETURN** key will move the cursor around within the Entry column. You simply type over the old entry with the new information, using **SPACE** to remove any extra unwanted characters. When you have finished, press **ESC**, and then **R**eplace to replace the original record on your data disk with the updated one. If you instead press **ESC** a second time, you will abort the process, leaving the record on the disk unchanged.

If you type **S**ave, the changed record will be saved as an additional record, tacked onto the end of the data file. The original record will remain in place, unchanged.

If you wish to make major changes in a data record, use the **B**lank command at the Entries menu. **B**lank will wipe the displayed record clean, but it does not change the record on the disk. When you have re-entered your data, press **ESC**, then **R**eplace. The new record will be written on the disk over the original one.

If you want to keep the record you have just created as a new record — in addition to your original records — select **S**ave.

You may also abort the change process completely by pressing **ESC** a second time. This does not effect the records on the disk, but causes Format-II to forget the current record in memory.

### Sorting

Format-II can sort your mailing list in alphabetical order, using any field as the key upon which to sort. For example, you might wish to sort your mailing list alphabetically by customer last name or by the company name.

To sort the mailing list, select Labels from the Mailing List Menu. Then select Sort when you see this prompt:

The cursor will move to the [S] column. You may move it up and down using the left and right arrows. When the cursor is next to the field upon which you want to sort the file, press Sort. Your file will be sorted instantly, in **ascending** alphabetical order, that is, a, then b, etc. This sort will be based on the first six characters of the selected data entry.

Numbers will not be sorted in numerical order unless all number fields are the same length. Therefore, each numeric field must be padded out with leading zeros before a sort will work as expected.

Should you subsequently add more records, the data will no longer be sorted, because new records will be added to your data file at the first free space — usually at the end of the file. If you wish to reestablish alphabetic order, it is a simple matter to sort the file again.

## Creating a Mail System Document

The Mail System will pull together information from labelled fields and from text created by the Format-II editor to produce form letters, mailing labels, and other automatically produced documents.

When Format-II prints information from a mailing list data base, it looks for words in the document text which are identical to labels of fields in the mailing list. When the program finds such a label in the text file, it will print the entry in the corresponding field of the current record, instead of printing the label itself. For example, if your text contained the word "!state" and the current record entry for "!state" were "MA", Format-II would print "MA" in the body of the text.

Let's try this by creating a simple document which will print the names and addresses from the mailing list we have just made. Follow these easy steps:

1. Return to the Main Menu by selecting Main menu from the Mailing List Menu. If you are in the Mail System and do not see the question mark prompt at the bottom of the page, press ESC until the "??" tells you you are at the Mailing List Menu.

2. From the Main Menu, select New page. You are going to create a new document which will tell Format-II how to use the information in the mailing list.

3. Our first document will consist merely of the name, company and address. We gave those categories the labels **"!first.name", "!last.name", "!company", "!street", "!city", "!state"** and **"!ZIP"**. Because we are printing simulated one inch mailing labels, enter for the page length.

   ***Note: When you are making mailing labels, set the lines per page to the number of lines between the top line of one label and the top line of the next, regardless of the number of lines you'll be printing.***

4. Now enter the labels the way the entries normally appear on a printed list:

   !first.name !last.name
   !company
   !street
   !city, !state  !ZIP

   Caution: If you've created a label which describes multiple fields in your data base (i.e. with quotation marks), the entry from each field will be printed on a separate output line, directly underneath the entry from the labelled field. Be sure to leave enough blank space in your text for these lines.

5. Press **CONTROL D** to return to the Main Menu.

## Printing With the Mailing System

Printing with the Format-II mail system is very much like printing a single document. For example, let's print those mailing labels we just created:

1. From the Main Menu select **P**rint.
2. From the Print Menu select **P**rint. You will see the Print Selection Menu:

3. Select **M**ailing list, to indicate that you wish to work with a mailing list. Format-II will now ask you three questions to determine how you wish to limit the records used for this printing. They are "Range from", "Range to" and "Logic".
4. Press **RETURN** three times to proceed beyond these questions. We will use all records in the mailing list.

5. Format-II will now scan your text disk and display the names of the available documents. The program will prompt you with this message:

Type ! , followed by **RETURN** , to show that you wish to use the current page in memory, the name and address layout you just entered. Press **RETURN** once more to indicate that you don't wish to print any other pages.

6. Respond to the prompt:

with "1". Format-II will now print out just one document — in this case, one mailing label — for every entry in your mailing list.

## Mailing Labels

Here are a few hints to make mailing labels easier and faster.

1. From the Main Menu select Print
2. Select Install
3. On the Install Set the following:

   Parameter [01] number of lines/page, at "current", so you can control label size from your text.

   Parameter [02] Action after page, to "Nothing" to prevent a form feed from ejecting your labels.

   Parameter [05] Drives for text, to "2" or "Both".

   **Drives for text:** If you are printing text pages from disk with a mailing list, be sure that your text disk is in Drive 2, your mailing list in Drive 1.
4. Press Quit to exit the install page.
5. Press Print.
6. From the Print Menu select **P**rint. You will see the Print Selection Menu:

7. Select **M**ailing list, to indicate that you wish to work with a mailing list. Format-II will now ask you three questions to determine how you wish to limit the records used for this printing. They are "Range from", "Range to" and "Logic".
8. Press **RETURN** three times to proceed beyond these questions. We will use all records in the mailing list.

9. Type !, followed by **RETURN**, to show that you wish to use the current page in memory, the name and address layout you just entered. Press **RETURN** once more to indicate that you don't wish to print any other pages.

   **Page in Memory:** A mailing list will print much faster if you load the "document" into memory from the Main Menu, and then select ! when prompted for the page name. If a page on disk is specified, Format-II has to access the text disk each time the page is printed — or once for each name on your mailing list. Naturally, you'll have to specify disk pages if you're sending out something more than one page long.

10. Respond to the prompt:

with "1" Format-II will now print out just one document — in this case, one mailing label — for every entry in your mailing list.

**Number of leading spaces**: You can print labels two across using Format-II. You'll just have to run the sheet of labels through the printer once per column of labels. Print half your list on the first column of labels as described above. Then go to the Installation Page, and set Parameter [06] to adjust the print position so the left margin will line up with the second column of labels. (The width of one label is usually between 25 and 35 characters.) Put the page of labels back into the printer, with the top lined up properly. Now print the second column of labels. You can use the **Range** command, described below, to divide your list in half for this purpose.

An alternative method is to print the first column and then to reverse the sheet of labels to print the second column upside down.

Experiment with these techniques using plain paper instead of real labels. You'll soon get the hang of it.

### Record Selection

When you entered data into your mailing list, you included a field labelled "!class". Let's use this field to demonstrate how to limit our record selection, using the mailing list and the name and address document we have just created.

### Qualifiers

In the Mailing List Display there's a column labelled "Q". This is the **qualifier** column, which allows sophisticated logical selection while printing a mailing list, form letter or similar document. The purpose of these qualifiers is to identify those fields in each record whose contents will be considered during the selection process.

Format-II will examine only those fields which have been designated with the qualifier "Q" in the Qualifier Column. This qualifier does not affect the contents of the field; it only determines whether or not to use them for logical operations.

For example, in the mailing list you have developed, you might wish to send letters to all your customers. But you know that if you ask Format-II to find all those records which contain "customer", Irene Green of Happy Customers, Inc. will also be selected, even though she is classed as a vendor.

Qualifiers are used by Format-II to prevent strings from the wrong field from being considered in the logical selection process. If you had set a qualifier on the "**!class**" field, then only records with "customer" in that particular field in each record would have been selected. You may enter as many qualifiers as you like, though it is more effective to mark and use only a few fields at a time for record selection. Entering no qualifiers has the same result as entering qualifiers in every field.

Here's the sequence of operations for entering a qualifier for the "**!class**" field in your mailing list data base:

1. From the Main Menu, select Mailing list.
2. Now select Labels.
3. From the prompt at the bottom of the page, select Qualifier.

4. Place a **Q** in the "Qualifier" column next to the **!class** field, using the right arrow to move down the screen. This mark will direct Format-II to select records on the basis of what is found in that field, ignoring unmarked fields.

   To remove a Qualifier from your mailing list, move the cursor to the appropriate field, and press **SPACE**.

5. Return to the Main Menu by pressing **ESC**, **RETURN** and **M**. Your mailing list is now ready for logical selection of records.

Follow the command sequence for printing with the **Mail System** as before — **P**, **P**, **M**, and **RETURN** — and you will come to the question: "Logic:". In response, enter " "customer" ". Note: you must include the quotation marks, or the selection process won't work properly.

Now Format-II will only print names and addresses for those records which have "customer" in a field marked with a "Q".

Type **!**, as before, to use the page in memory, which contains your mailing list, and then specify printing a single copy. Format-II will now print out a list of all your customers, even though your data base contains both customers and vendors.

## Logical Selection

In addition to the ability to select on the basis of a string, such as "customer", Format-II has a powerful capability for logical selection. Four different operators are allowed, which can be used singly or in combination, to permit a wide variety of logical combinations:

AND — both strings must appear somewhere within the fields marked with qualifiers.

OR — one or the other string must appear somewhere within the fields marked with qualifiers.

NOT — a record will only be selected if this string does not appear in any qualified field.

XOR — one or the other string may appear, but not both, in any qualified field.

The strings must be enclosed by quotation marks (") and there must be no spaces in the entry as typed, except within the strings themselves. For example, if you had a city field and a state field, both marked with qualifiers, you could use the following instructions:

not"New York" — select all records except those which contain the phrase "New York", either as city or state.

| | |
|---|---|
| "new york"or"boston" | select all records containing "New York" and/or "Boston", but no others. |
| "Washington"andnot"seattle" | select the records of all those people who are in Washington but not in Seattle. |

Note that capital letters don't influence the selection. For this purpose, Format-II does not distinguish between upper and lower case letters.

You can use any combination of logical operators, so long as you don't add spaces except as part of a string inside quotes.

### Range

Once your file has been sorted on a data field, you may use the **Range** command in the mailing list printing sequence. This will permit you to specify a specific range of data entries to be printed. Only records whose entries in the sorted field fall between "from" and "to", inclusive, will be included in your printout.

For example, if you sort your mailing list data base on the ZIP field, you can limit your mailing to the Northeast by using "***00000***" for "from" and "***10000***" for "to".

*Remember to sort your list again, before using* **Range**, *if you've added or deleted data.*

### Form Letters

The **Mailing System** can produce very sophisticated form letters. Here is a simple example, which illustrates the principles involved. Suppose your company is giving a party, and you want to invite all the people on the mailing list. Enter the editor (**N**ew page from the Main Menu) and type something like this:

!first.name !last.name
!company
!street
!city, !state !ZIP

Dear !first.name,

XYZ Company is giving its annual party on April 1, 1983. Because we wouldn't be where we are today without you, !first.name, as a valued !class, we hope you will be able to join us for our celebration.

Best,

Format-II will replace the labels in this form letter with the data entry in the corresponding field in the current record. Since "**!first.name**" is a valid label, Format-II will print the contents of the "**!first.name**" field, not the words "!first.name" when printing out the letter.

Now you can see why we gave our labels odd-looking names. If our field were named "**company**" instead of "**!company**", you'd have some odd looking invitations!

### Universal Labels and Entries

The **Universal Label** allows you to create fields which will be the same for every record in your data base, but which you can easily change for each mailing. A typical application of the Universal field would be the date entry in a form letter.

For example, let's include a couple of universal fields in our invitation to our annual party. One field will contain the date of the party, the other the place where we're having the party. We'll then be able change the invitation so that we can use the same letter every year. Here's how to proceed:

1. From the Mailing list menu, select **U**niversal.
2. The prompt at the bottom of the screen will become:

3. Select **L**abel. You'll see the same mailing list setup format on the screen as before, with the cursor in the Label column. The only difference is that you are entering fields which will be used for all the records in the mailing list. There is, therefore, no provision for qualification or sorting.
4. For the first label, enter "***$date***". For the second, enter "***$place***". We're using the special character "*$*" to differentiate the words "date" and "place" from the labels.
5. Press **ESC** to indicate you are through entering universal labels. You will be prompted to indicate the disposition of your set-up. Press **R**eplace to store these universal labels on your Mailing List data disk.
6. Similarly, select **E**ntry from the Universal entry menu. At **$Date** and **$Place**, enter an appropriate date and place, such as "***April 1, 1983***" and "***the Costly Pleasure Hotel***". Press **ESC** again when you are done, then select **R**eplace to update the data base.

7. Return to the Mailing list menu with ESC. Return to the Main Menu, so you may edit the form letter. Select Old page, and modify the letter to take advantage of the two universal fields.

   !first.name !last.name
   !company
   !street
   !city, !state !ZIP

   Dear !first.name,

   XYZ Company is giving its annual party at $place on $date. Because we wouldn't be where we are today without you, !first.name, as a valued !class, we hope you'll be able to join us for our celebration.

   Best,

   Return to the Main Menu, using CTRL D.

8. Print out your form letters. Note that while the variable data entries from fields such as "**!first.name**" and "**!company**" change as before, the entries from universal fields remain constant for all letters.

## Summary

This completes our discussion of the Format-II Mail System. As you've seen, this is a powerful, if somewhat complex, tool. Working through the examples presented here is just the first step in mastering the Mail System. We suggest that you make up some examples of your own, based on your personal and professional needs.

Don't limit yourself to form letters and mailing lists. Try some data base applications as well. For example, you can keep track of an extensive record, tape, or book library. You can catalog your software, with selection fields for language, computer type, and application. Another useful application is to keep records of meetings, dinner parties, trips, telephone calls and client contacts. The possibilities are truly limitless.

We also suggest that you keep the simple mailing list disk that you created while working through the examples in this section. Should you find yourself confused while creating a more complex system, this simple application will serve as an excellent review of all the basic principles.

## Format-II Comes Alive

We'd like to share some of the exciting and different things you can do with Format-II — because it's more than an ordinary word processor. You've already seen how handy it is to write a letter and print the envelope from the same text page. Now we'll discuss briefly a few unique applications made possible by Format-II's flexible margin controls and other formatting commands, and its unparalleled control over the print function.

### Moving Columns

When you're laying out reports which contain columns of figures or lists of names, it's hard to know right away just where those columns should go. You make a stab at the proper placement, and set tab stops for each column. But after you've entered all the data, it becomes obvious that you want the middle column of three moved about three spaces to the right, without disturbing the other two. It's simple with Format-II!

1. From Enter Text Mode, adjust the left margin so that it lines up with the left edge of the column you want to move. Adjust the right margin so that it's at the right edge of the column. (Use **CONTROL** **L** and **CONTROL** **R**). When you've done this correctly, the left column and the right margin are no longer inside the current margins, so won't be affected by the reformatting you're about to do.

2. Now, with the cursor at the left margin, and at the top of the column you want to move, go to Format Text Mode, and press **R**eset, **L**eft. Use the arrow to move the margin bar so it marks the new placement for the column, and press **RETURN**. Now specify **T**ext, and the entire page below the cursor — or the part of it between the margins you set a minute ago, namely the offending column — will be moved over to line up with the margin as you've just marked it. *If your column is followed by other text, you'll have to mark the text to reformat by moving the cursor down to the bottom of the column with* **M**, *and then press* **RETURN**. *This will prevent messing up the rest of the page.*

3. Return to Enter Text Mode, and put the margins back where they were to begin with.

### Selective Deletions

You can use the same kind of trick to eliminate a column or any block of text at the bottom of the page. *Just keep in mind that any text outside the current margin setting is protected, and won't be disturbed by anything you do.*

### Writing Scripts

Whenever you have a job which requires two parallel trains of thought, Format-II is ideal. For a movie or television script, for example, you can set the margins so you're working only on the left side of the page while you describe the video action. Then reset the margins to protect the video portion, and enter the audio section of the script on the right side of the page.

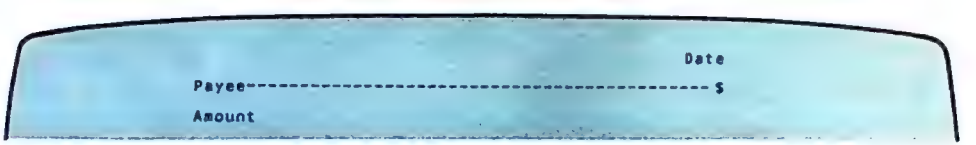
### Designing Forms

It's always hard to lay out a form so that it will look well when it is printed out. With Format-II, you can experiment on the screen until the effect is what you want. Use the H orizontal slide command to slide words around. Use V ertical slide to add or subtract blank lines. Try it — it's fun! Similarly, Format-II is a handy tool for programmers to design screen layouts. What you see is literally what you get.

### Writing Checks

If you'd like your checks to have that professional printed look, you can even do this task with Format-II!. You can get checks with tractor-feed edges, or you can insert regular checks into a friction feed printer.

1. Save a page called something like "CHECK.FORM" on your disk. You'll have to experiment with the proper format for your particular checks, but here's a sample that will work with some:




If you'll be inserting a sheet of several checks, you'll want to set the page length to the number of lines between the top of one check and the top of the next. *To change the page length, just return to the Main Menu and go back to the same Old page, specifying the new length.*

2. When you want to write a check, load the page. Move the cursor to the "Date" field and enter the date, overwriting the cue word. Similarly, enter the name of the payee, and the amount in words and in numbers.
3. Return to the Main Menu. Make sure your check is lined up properly in the printer. *We recommend a few test runs on blank pieces of paper to get the bugs out of the system.* Select Print, Print and Immediate. Instant check. And you don't have to save the check form more than once.

### Double Spacing

This one's easy! Just add one extra "10" (linefeed) to the sequence of codes at Printer Installation Parameter [30]. You also should divide the number of lines per page in two, as Format-II won't count the extra linefeeds you put in.

Another method, available with some printers, is to send a control sequence which adjusts the VMI, or vertical motion index. You could include this control sequence as part of the pre-document sequence, or embed it at the beginning of the document as a Printer Code.

### A Single Spaced Quote in a Double spaced Paper

To do this, you'll need an interface card or printer which can insert a linefeed after each carriage return. You'll also need to find out the software control codes to turn the card-supplied linefeed on and off. The general idea is as follows:

1. Set the printer/card combination to insert a linefeed after each carriage return.
2. Set Parameter [30] to "13/10". Now you'll get two line feeds after each carriage return — one from Format-II and one from the printer/card.
3. Set up one Printer Code to turn off the printer/card's linefeed after carriage return. Set up another to turn it back on again.
4. Now when you come to a part of your normally double spaced text you want single spaced, embed the first Printer Code at the beginning, and the second Printer Code at the end. While the text between the two codes is printed, only one linefeed will be issued after each carriage return — the one supplied by Parameter [30].
5. Don't forget to adjust the number of lines per page. Format-II only counts the number of carriage returns, not the number of linefeeds.

If you are able to use the VMI control sequences on your printer (see above), you can adjust the spacing between lines by embedding the appropriate commands wherever you like in your text.

### Saving Special Installations

When you select Replace from the Installation Page, Format-II saves a great deal of information in the installation file. The headers and footers are saved along with all the other printing instructions. In addition, the installation file contains the current margins and tab settings.

This means that you can keep on a disk a collection of "standard" installations. For example, you might have two different formats which you use regularly — one for reports and one for letters. Or you might have two different printers you use, with different setup codes.

You'll probably want to save the most frequently used installation on your program disk (say, the letter format) as "DEFAULT", so it will be loaded automatically whenever you boot the program. But if the other (in this case, the report format) is all ready to be loaded from your disk, you can save yourself lots of time when it is time to write a report.

You may also want to save all the relevent installations on the same disk with your text pages.

An installation can only be loaded from the current default drive. Remember that you can safely change the default drive by selecting Save from the Main Menu. If you use any of the other commands which change the default drive, be careful. You might unintentionally dump the wrong page!

Installation files can be found in the DOS catalog by the name INST.**name**. Like all files used or created by Format-II, installation files may be moved with standard Apple utilities, such as FID or COPYA.

## Editing Basic Programs

Format-II began as a program formatter — and continues to be a powerful utility for editing programs.

Before you can edit a program with Format-II, you'll need to convert it to text file form. Here's how:

1. Load your BASIC program into the computer, as usual.

2. Insert the following line:

   ```
   0 POKE 33,33:D$ = CHR$(4):PRINT D$"OPEN TF":PRINT D$"WRITE
   TF":LIST 1,63999:PRINT D$"CLOSE":TEXT:END
   ```

3. Type "RUN". The line you just inserted will place a text file named "TF" on your disk. Now you'll need to reformat it for Format-II. There's an Applesoft program on your Format-II program disk to do this.

4. With the Format-II program disk in the drive, but without booting Format-II, type "RUN LONG.SHORT", and follow the instructions on the screen. Enter "TF" as the name of the file to convert, and whatever page name you'd like as the new name.

5. Now boot your Format-II program disk. Your program is ready for you to edit. You can take full advantage of the insert and delete features, the global finding and editing capabilities, as well as all the other features you've been using for word-processing.

6. To reconvert your program to BASIC you'll have to EXEC it into memory. First run "LONG.SHORT" again to convert it into a single text file. If it's only a page or two long, it will probably be easy enough to type in the individual page names. Remember that Format-II puts the word "TEXT." in front of the page name you've given, fills the name itself out to 10 characters by adding spaces, and finishes the file name with ".01" or whatever the page number is. So if your page was named "PAGE", your first file would be found in the DOS catalog as "TEXT.PAGE .01".

7. Type "EXEC *filename*", where *filename* is the text file name you supplied to LONG.SHORT. *If you are typing the page names directly, just be sure you EXEC each page in order.*

8. Now you have the edited BASIC file in memory. Save it like any other BASIC program.

## Format-II as a Print Utility

The proportional spacing and justification features of Format-II would make it a valuable tool even if it didn't contain such a powerful editor. For people who have already created text files with other products, but would like to be able to print them out taking full advantage of the power of their printers, Format-II comes to the rescue.

If your text files have already been formatted by spaces and divided by carriage returns into lines no more than 80 characters long, you're set. *If they're not, see whether your word processor will "print to a disk file". This will convert the file to a standard DOS file.* Now use the "LONG.SHORT" BASIC program provided on the Format-II program disk to convert your standard Apple DOS text files into Format-II text files. Then boot Format-II and examine the pages. If necessary, use Fix pages to place the page breaks properly.

Now you can print your document as described earlier. Take full advantage of proportional spacing and microspace justification, if your printer can do it!

### Proportional Spacing without a Special Wheel

One tip we'd like to suggest: if your printer can handle proportional spacing, but you don't have a proportional spaced print wheel, you can still make very professional looking papers. Start with a standard uniform-width character table, of the same width as the wheel you do have. Then adjust the very narrow characters (like "i" and "l", the apostrophe and the period) to make them a little narrower. Load this table and use it with your standard wheel. We think you'll like the results.

### Summary

The uses for Format-II are limited only by your imagination. It is equally well suited for poets, letter-writers and businessmen.

# 3
# REFERENCE

## How Format-II Works

Format-II is a page oriented word processor. That is, a document is saved on a **text disk** as a series of pages, somewhat like a file folder with a stack of numbered pages. You may remove any single page for work, such as editing or printing, but you must either discard **N**ew or put back (**S**ave or **R**eplace) the current page prior to taking a new one from a file folder or starting fresh with a clean piece of paper.

### The Editor

The Format-II Editor gives you the power to create and edit a single page of text. Each page contains up to 80 lines; each line may be as long as 80 characters, including spaces and punctuation.

If you write a document longer than a single page, you must move individual pages in and out of memory. You use the text disk to hold the pages not currently needed, just like a file folder. To make this movement of text as easy as possible, to permit moving blocks of text from one place to another, and to allow for page overlow, Format-II provides three separate text buffers. These are specific areas of computer memory reserved for your text, which may be described as follows:

1. The **Page in Memory** holds the current text page, whose contents are shown on your screen while you are editing text. Each character entry or change is immediately reflected on the screen. There is, consequently, a "one-to-one" correspondence between text on the display screen and the characters stored in the **Page in Memory**. What you see is what you get — literally.
2. The **Overflow Buffer** is where text is stored when it is pushed off the bottom of the **Page in Memory**, either accidentally or intentionally.
3. The **Text Buffer** is used for temporary storage of text, when you wish to move a block of characters from one place to another on a page, or from one page to another. Use of the **Text Buffer** is under your control, by means of the **G**o and **L**oad commands.

The **ESC** key is used to move between the two editing modes, **Enter Text** and **Format Text**. These modes are used to enter new text and format or modify existing text, respectivelly.

Text entry is a straight-forward process which requires a small number of commands. Text formatting is a more complex matter, utilizing a large number of commands with many variations. Don't try to memorize all of them; make liberal use of the **Command Summaries** which follow, and your **Reference Card**.

## Printing

Printing is a function totally separate from the Editor. You may instruct Format-II to print the page in memory directly, by selecting **I**mmediate, or you may select **D**ocument to tell the program to load a series of pages into memory sequentially, printing each one in the correct order.

The appearance of printed text is controlled by the **Installation Parameters**, which can be changed by selecting **I**nstall from the Print Menu.

## Command Summaries

This chapter contains several outlines of Format-II commands. Use these summaries as a guide while you are learning to use the full power of Format-II. At any command level, you may choose from all the commands listed under that command at the next level of indentation. All commands are discussed in using Format-II.

## Main Menu

**L** oad

Load a page of text from the text disk into memory. Does not cause the page to be displayed.

| | |
|---|---|
| RETURN | Accept the page name, number and drive number as displayed. |
| ←, → | Move the cursor to the previous or next field in order to change name or number. |
| ESC | Abort. Do not load a page. |

**S** ave

Write the page in memory as a new file on the disk.

| | |
|---|---|
| RETURN | Use the page name, number and drive number as displayed. |
| ←, → | Move the cursor to the previous or next field in order to change name or number. |
| ESC | Abort. Do not save the page to disk. |

**R**eplace

Write the page in memory to disk, replacing the old page of the same name.

| | |
|---|---|
| RETURN | Accept the page name, number and drive number as displayed. |
| ←, → | Move the cursor to the previous or next field in order to change name or number. |
| ESC | Abort. Do not replace the page on disk. |

**D**elete

Delete a page from the disk.

| | |
|---|---|
| RETURN | Accept the page name, number and drive number as displayed. |
| ←, → | Move the cursor to the previous or next field in order to change name or number. |
| ESC | Abort. Do not delete a page. |

**C**atalogue

Display a list of the pages stored on the disk.

| | |
|---|---|
| RETURN | Accept the drive number as displayed. |
| *number (1 or 2)* | Change the drive number. |
| ESC | Abort. Do not catalog. |

**I**nitialise

Initialize a disk for use as a Format-II text disk.

| | |
|---|---|
| RETURN | Accept the drive number as displayed. |
| *number (1 or 2)* | Change the drive number. |
| ESC | Abort. Do not initialize a disk. |

**B** oot

Boot a disk in Drive #1.

| | |
|---|---|
| **RETURN** | Boot the disk in Drive #1. |
| **ESC** | Abort. Do not boot. |

**N** ew page

Enter the Editor with a blank page.

| | |
|---|---|
| **RETURN** | Accept the number of lines for the new page as displayed. |
| *number (1 to 80)* | Change the number of lines for the new page. |
| **ESC** | Abort, do not provide a blank page. |

**O** ld page

Enter the Editor on the current page.

| | |
|---|---|
| **RETURN** | Accept the number of lines for the page as displayed. |
| *number (1 to 80)* | Change the number of lines for the page. Excess lines will be stored in the overflow buffer. |
| **ESC** | Abort, do not enter the Editor. |

**P** rint text

Go to printing section. (See separate command summary.)

**M** ailing list

Enter Mail System. (See separate command summary.)

**F**ix pages

Adjust page lengths. Perform step 1, then step 2, then step 3.

1. **RETURN** — Accept the page name and starting number as displayed.
   **←** , **→** — Move the cursor to the previous or next field in order to change name or number.
   **ESC** — Abort. Do not fix pages.

2. **RETURN** — Accept the number of lines for the pages as displayed.
   *number (1 to 80)* — Change the number of lines for the pages.
   **ESC** — Abort.

3. **A**uto — Automatic page adjustment. All pages from start number to 99Z will be adjusted.
   **ESC** — Abort. Last chance to abort this command.
   **M**anual — Manual page boundary placement.
   - **N** — Move cursor up a line.
   - **M** — Move cursor down a line.
   - **D**elete — Delete cursor's line if blank.
   - **I**nsert — Insert blank line at cursor.
   - **–** — Move page break up one line.
   - **+** — Move page break down one line.
   - **R**eplace — Write this page to disk with current page boundaries.

## Editor

Throughout the Editor, whether you are in **Enter Text** mode or **Format** mode, there are six commands which are used to move the cursor around the screen. None of these commands affect any text that has already been entered on the page. Any of the cursor movement commands may be repeated by using the auto-repeat function or the **REPT** key.

### Cursor Movement

←

Move cursor one column to the left.

→

Move cursor one column to the right.

↑ or **CTRL K**

Move cursor up a line.

↓ or **CTRL J**

Move cursor down a line.

**RETURN**

Move cursor to the beginning of the next line.

**TAB** or **CTRL I**

Move cursor to next tab stop.

### Enter Text Mode

Text Entry

*most keys*

Enter text onto the page as typed.

**SHIFT**

Operates as shift key. *Apple ][+ owners require a simple hardware modification, available from Kensington Microware.*

**CAPS LOCK**

Locks computer into typing upper case letters. *Apple ][+ owners require a simple hardware modification, available from Kensington Microware, in order to use* **CTRL** **SHIFT** *as a shift lock.*

**SPACE**

Type a blank space.

**DELETE** or **CTRL** **X**

Delete the character at the cursor.

Apple *//e*

**open-apple** **0** to **open-apple** **9**

Enter printer code 0 to 9 respectively. *Either the open apple or the solid apple key may be used.*

Apple ][+

**CTRL** **0** to **CTRL** **9**

Enter printer code 0 to 9 respectively.

Franklin

**PAUSE**, then **0** to **9**

Enter printer code 0 to 9 respectively.

### Setting Margins and Tabs

**CONTROL** **L**

Sets the left margin.

| | |
|---|---|
| ← | Move left margin one space to left. |
| → | Move left margin one space to right. |
| **RETURN** | Set left margin to current cursor position. |

**CONTROL R**

Sets the right margin.

| | |
|---|---|
| ← | Move right margin one space to left. |
| → | Move right margin one space to right. |
| **RETURN** | Set right margin to current cursor position. |

**CONTROL T**

Sets or clears a tab at the current cursor position.

**CONTROL C**

Clears all tab marks.

Other Functions

**CONTROL D**

Transfer to **Main Menu**.

**ESC**

Transfer to **Format** mode.

**CONTROL E**

Move cursor to end of text, one position beyond last typed character.

**CONTROL N**

Rename the current page.

| | |
|---|---|
| *page name* | Enter new name. |
| → | Enter new page number. |
| **RETURN** | Accept new name and number. |

**CONTROL Q**

Save page in memory to disc.

| | |
|---|---|
| **ESC** | Return to Editor with current page. |
| **RETURN** | Return to Editor with next page, increment page number. Insert text from Overflow Buffer, if any. |

## Format Text Mode

### Editing Text

**A** lign

Align numbers either left or right justified or at the decimal point.

| | |
|---|---|
| **L** eft | Left justify numbers under the cursor. |
| **R** ight | Right justify numbers under the cursor. |
| **D** ecimal | Align decimal points under the cursor. |
| **ESC** | Abort. |

**B** lank

Blank out (replace with spaces) a specified amount of text. Perform step 1, then step 2.

| | | |
|---|---|---|
| 1. | **W** ord | Blank from the cursor to the end of the cursor's word. |
| | **L** ine | Blank from the cursor to the end of the cursor's line. |
| | **S** entence | Blank from the cursor to the end of the cursor's sentence. |
| | **P** aragraph | Blank from the cursor to the end of the cursor's paragraph. |
| | **T** ext | Blank from the cursor to the end of the page. |
| | **A** ll | Blank all the page regardless of the cursor's position. |
| | **ESC** | Abort the command. Do not blank text. |
| 2. | **RETURN** | Make the replacement |
| | **ESC** | Abort the command. |

**C** enter

Center a specified amount of text.

| | |
|---|---|
| **L** ine | Center the cursor's line. |
| **P** aragraph | Center from the cursor to the end of the paragraph. |
| **T** ext | Center all lines from the cursor to the end of the page. |
| **A** ll | Center all lines on the page. |
| **ESC** | Abort the command. |

**D** elete

Delete a specified amount of text. Perform step 1, then step 2.

| | | |
|---|---|---|
| 1. | **L** ine | Delete from the cursor to the end of the line. |
| | **P** aragraph | Delete from the cursor to the end of the paragraph. |
| | **T** ext | Delete from the cursor to the end of the page. |
| | **A** ll | Delete all the page regardless of the cursor's position. |
| | **ESC** | Abort the command. |
| 2. | **RETURN** | Allow the deletion to take place. |
| | **ESC** | Abort the command. |

**E** dit

Change one phrase to another on the page (search and replace). Perform step 1, then step 2, then step 3.

| | | |
|---|---|---|
| 1. | *text* **RETURN** | Enter the text you wish to replace. |
| | **ESC** | Abort the command |
| 2. | *text* **RETURN** | Enter replacement text. |
| | **ESC** | Abort the command. |
| 3. | **T** ext | Replace all occurrences from the cursor to the end of the page. |
| | **A** ll | Replace all occurrences over the whole page. |
| | **W** ord | Perform the replacement over the whole page only if the first string is found not surrounded by letters, i.e. as a whole word. |
| | ← | Move the cursor to the first occurrence of the first phrase working back from the cursor. |
| | **RETURN** | Make the substitution at this occurrence. All the other options still remain in force. |
| | → | As above but moves the cursor forwards. |
| | **ESC** | End replacement. |

**F** ind

Move the cursor to the next occurrence of a phrase either forwards or backwards from the cursor. Perform step 1, then step 2.

| | |
|---|---|
| 1. *text* **RETURN** | Enter the phrase which you wish to find on the page. |
| **ESC** | Abort the command. |
| 2. ← | Find (backwards). |
| → | Find (forward). |
| **ESC** | Stop the Find command leaving the cursor at its current position. |

**G** o

Put a specified amount of text in the buffer. Perform step 1, then step 2, then step 3.

| | |
|---|---|
| 1. **C** opy | Put a copy of the text in buffer, leaving the page unaltered. |
| **R** emove | Put the text in the buffer, removing it from the page. |
| **ESC** | Abort the command. |
| 2. **N** | Move the cursor up one line. |
| **M** | Move the cursor down one line. |
| **S** tart | Move the cursor to the start of the current paragraph. |
| **Z** | Move the cursor to the end of the current paragraph. |
| **RETURN** | Define the first line of the block of text to be stored at the cursor. |
| **ESC** | Abort the command. |
| 3. **N** | Move the cursor up one line. |
| **M** | Move the cursor down one line. |
| **S** | Move the cursor to the start of the current paragraph. |
| **Z** | Move the cursor to the end of the current paragraph. |
| **RETURN** | Define the last line of the block of text to be stored at the cursor and store the block in the buffer. |
| **ESC** | Abort the command. |

**H** orizontal Slide

Slide words or sections of a line across a single line of text.

| | |
|---|---|
| ← | Push the word containing the cursor one place to the left, overwriting spaces. Note that two words can become combined to form a new single word. |
| → | As above but moves to the right. |
| – | Pull the cursor and the whole of the line to its right one space left. The character to the left of the cursor is overwritten. |
| + | As above but moves the left part of the line to the right. |
| ESC | Stop the command; the **H** command, once initiated, remains in operation until stopped by ESC. |

**I** nsert

Insert text at the cursor's position. Space is provided as needed, and the page is reformatted. Cursor movement is as throughout the editor. Word wrap is operative.

| | |
|---|---|
| DELETE or CTRL X | Delete the character at the cursor. |
| ESC | Stop the insert command. |
| *other keys* | Enter character as text on the page. |

**J** ustify

Right justify a specified amount of text by inserting spaces.

| | |
|---|---|
| **L** ine | Justify the cursor's line. |
| **P** aragraph | Justify from the cursor to the end of the paragraph. |
| **T** ext | Justify from the cursor to the end of the page. |
| **A** ll | Justify every line on the page. |
| ESC | Abort the command. |

**K** lose

Close up text by removing all spaces between the cursor and the next non-blank character.

**L** oad

Place the contents of the buffer on the page at the cursor location. Perform step 1, then step 2.

1. **O** verwrite — Replace text on the page with a copy of the text in the buffer.
   **I** nsert — Insert a copy of the buffer at the cursor's location, pushing existing text ahead.
   **ESC** — Abort the command.
2. **RETURN** — Confirm the command.
   **ESC** — Abort the command.

**M** or ↓

Move the cursor down one line without altering the text.

**N** or ↑

Move the cursor up one line without altering the text.

**O** ptions

Place a non-typeable character directly on the page by inserting ASCII equivalent.

*number* **RETURN** Enter the ASCII equivalent of the desired character.

**ESC** Abort the command; nothing is added to the page.

**P** aragraph

Create a new paragraph starting at cursor position.

| | |
|---|---|
| *number* | Change the value of the field containing the cursor (left: number of lines, right: paragraph indentation). |
| ← | Move the cursor to change the indentation. |
| → | Move the cursor to change the number of lines. *Can't be done after entering a number into "column."* |
| **RETURN** | Turn the remaining text in the paragraph containing the cursor into a new paragraph with spacing and indentation as displayed. |
| **ESC** | Abort the command. |

**Q** uickscan

Scan through the pages in a document, after saving the current page under the name and number at the top of the screen.

| | |
|---|---|
| ← | Replace the current page in memory with the previous page in the document if that page exists. Not allowed if there is overflow. |
| → | Replace the current page in memory with the next page in the document if that page exists. If there is overflow, the overflow text is automatically placed at the top of the new page. |
| **S** tart | Replace the current page in memory with the first page in the document. Not allowed if there is overflow. |
| **E** nd | Replace the current page in memory with the last page in the document. Not allowed if there is overflow. |
| **ESC** | Abort the command. |

**R**eset

Reset margin and adjust text layout to reflect the new margin position. Perform step 1, then step 2, then either 3a or 3b.

| | | |
|---|---|---|
| 1. | **L**eft | Reset the left margin. |
| | **R**ight | Reset the right margin. |
| | **ESC** | Abort the command. |
| 2. | ← | Move the margin being reset to the left. |
| | → | Move the margin being reset to the right. |
| | **RETURN** | Set the margin as currently displayed. |
| 3a. | **T**ext | Adjust all text from the cursor's line to the end of the page to match the new margin. |
| | **A**ll | Adjust all the text on the page to match the new margin. |
| | **ESC** | Abort the command, note that the margin has been altered, although the text layout has not been readjusted. |
| | or | |
| 3b. | **N** | Move the cursor up one line. |
| | **M** | Move the cursor down one line. |
| | **RETURN** | Use the cursor's current line to define one end of the block of text to be adjusted to match the new margin. The cursor's original line is used as the other limit. |
| | **ESC** | Abort the command. Note that the margin has been altered, although the text layout has not been readjusted. |

**S**tart

Move the cursor to the start of a specified amount of text.

| | |
|---|---|
| **W**ord | Move the cursor to the start of the cursor's word. |
| **L**ine | Move the cursor to the start of the cursor's line. |
| **S**entence | Move the cursor to the start of the cursor's sentence. |
| **P**aragraph | Move the cursor to the start of the cursor's paragraph. |
| **T**ext | Move the cursor to the first character on the page. |
| **A**ll | Move the cursor to the start of the page. |
| **ESC** | Abort the command. |

**T**idy

Remove multiple spaces, such as those inserted by justification.

| | |
|---|---|
| **L**ine | Tidy the cursor's line. |
| **P**aragraph | Tidy the cursor's paragraph from the cursor's line. |
| **T**ext | Tidy from the cursor's line to the end of the page. |
| **A**ll | Tidy all the page irrespective of the cursor's position. |
| **ESC** | Stop the command. |

**U**nderline

Underline text. Underlining a character which is already underlined removes the underlining.

| | |
|---|---|
| → | Underline the character at the cursor and move the cursor one place to the right, leaving command active. |
| ← | Move the cursor one place to the left and underline the character at the new position, leaving command active. |
| **G**roup | Underline all characters from the cursor until either two blanks or the end of line occurs, and then stop the command. |
| **ESC** | Stop the underline command. |

**V** ertical Slide

Perform up/down movements on whole lines from the cursor's line down.

| | |
|---|---|
| **–** | Move the cursor's line and all subsequent lines on the page up one line. The cursor's line overwrites the line above and the cursor moves with it. |
| **+** | Move the cursor's line and all subsequent lines down. A blank line is inserted. |
| **R** eplicate | Replicate (copy) the cursor's line, pushing all subsequent lines down. |
| **B** reak | Split the cursor's line at the cursor's position. Push the right part of the line down a line. All following lines are also moved down. |
| **ESC** | Stop the command. The **V** ertical slide command remains in operation until **ESC** is pressed; any of the above options can be used repeatedly. |

**W** hole Document

Find and change one phrase to another over a whole document (global search and replace). Perform step 1, then step 2, then step 3.

**E** dit — Activate the whole document edit (search and replace) option.

1. *text* **RETURN** — Enter the text you wish to replace.
   **ESC** — Abort the command.
2. *text* **RETURN** — Enter replacement text.
   **ESC** — Abort the command.

3. **T**ext — Replace all occurrences from the cursor to the end of the document.

**A**ll — Replace all occurrences over the whole document. (Not allowed if there is overflow.)

**W**ord — Perform the replacement over the whole document only if the first string is found not surrounded by letters, i.e. as a whole word.

→ — Move the cursor forward to the next occurrence of the first phrase.

**RETURN** — Make the substitution at this occurrence. All the other options still remain in force.

← — As above, but move the cursor backwards. (Not allowed if there is overflow.)

**ESC** — End replacement.

**F**ind — Activate the whole document find option.

1. *text* **RETURN** — Enter the phrase which you wish to find.

**ESC** — Abort the command.

2. ← — Find (backwards). Not available if there is overflow.

→ — Find (forward).

**ESC** — Stop the Find command leaving the cursor at its current position.

**ESC** — Abort the command.

**X**-out

Delete the character at the cursor's position.

Be**Y**ond

Move the cursor to the first character beyond the following specified amount of text.

| | |
|---|---|
| **W**ord | Move the cursor to the start of the next word. |
| **L**ine | Move the cursor to the start of the next line. |
| **S**entence | Move the cursor to the start of the next sentence. |
| **P**aragraph | Move the cursor to the start of the next paragraph. |
| **T**ext | Move the cursor to the last character on the page. |
| **A**ll | Move the cursor to the end of the page. |
| **ESC** | Abort the command. |

**Z**

Move the cursor to the end of a specified amount of text.

| | |
|---|---|
| **W**ord | Move the cursor to the end of the cursor's word. |
| **L**ine | Move the cursor to the end of the cursor's line. |
| **S**entence | Move the cursor to the end of the cursor's sentence. |
| **P**aragraph | Move the cursor to the end of the cursor's paragraph. |
| **T**ext | Move the cursor to the last character on the page. |
| **A**ll | Move the cursor to the end of the page. |
| **ESC** | Abort the command. |

**DELETE** or
**CTRL X**

Delete the character at the cursor.

Other functions

**ESC**

Transfer to **Enter Text** mode.

**CONTROL D**

Transfer to **Main Menu**.

## Print Text

**P** rint

Go to printing function.

**I** mmediate — Print the page in memory.
*number* — Enter number of copies.
**ESC** — Abort.

**D** ocument — Print a document which includes page(s) on disk.

*Page name* — Insert this page next in the document.

**!** — Insert the page in memory next in the document.

**RETURN** — End of page selection.
number — Enter number of copies.
**ESC** — Abort.

**M** ailing list — Print using a mailing list. Perform step 1, then step 2, then step 3, then step 4.

1. (Range from: )

   **RETURN** — Start at beginning of sorted mailing list.

   *user entry* — Start at first record in sorted list where sort field is equal to or greater than this user entry.

2. (Range to: )

   **RETURN** — Include all entries up to the end of sorted mailing list.

   *user entry* — Include only those entries in sorted list equal to or preceding this user entry.

3. (Logic : )

   **RETURN** — Do not perform logical selection process.

   *" text "* — Select only those records with *text* included in a field marked with a qualifier flag.

   Strings may be joined with logical operators.

4. From here on, the procedure is as described under **D** ocument.

**T**est — Print a test pattern.

**Q**uit — Return to Print Menu.

**I**nstall
Go to Printer Installation.

**M**enu
Return to Main Menu.

## MAIL SYSTEM

**I**nitialise
Initialize a disk for use as a Format-II mailing list. Program will not initialize any disk already used by Format-II.

**U**niversal
Enter a universal field or fields, which will be the same for each record.

**L**abel — Enter the label(s) by which the field(s) will be called from a document.

*Text entry* — As in **Editor**.

**ESC** — Entry is complete.

**ESC** Abort.

**R**eplace Save this setup.

**E**ntry — Enter the contents of the field(s).

*Text entry* — As in **Editor**.

**ESC** — Entry is complete.

**ESC** Abort.

**R**eplace Save this setup.

**L** abels

Enter the labels and setup information which describes the mailing list.

**L** abel — Enter the labels by which the fields will be called from a document.

| | |
|---|---|
| *Text entry* | As in **Editor**. |
| **ESC** | Entry is complete. |
| | **ESC** Abort. |
| | **R**eplace Save this setup. |

**Q** ualifier — Enter qualifier flags to indicate which fields should be examined in logical record selection.

| | |
|---|---|
| ← , → | Move the cursor up and down. |
| **Q** ualifier | Set a qualifier flag at this field. |
| **SPACE** | Delete the qualifier flag at this field. |
| **ESC** | Qualifier entry complete. |
| | **R**eplace Save this set of qualifiers. |
| | **ESC** Abort. |

**S** ort — Sort the mailing list on any one of the fields.

| | |
|---|---|
| ← , → | Move the cursor up and down. |
| **S** ort | Sort the mailing list on this field. |

**E** ntries

Enter or retrieve information on the fields of individual records.

**E** ntry — Enter information into the fields of this record.

*Text entry* — As in **Editor**.

**RETURN** — You may perform an automatic save and request for a new, blank, entry form by repeating **RETURN** until the cursor moves past the end of the form.

**ESC** — Entry is complete.

**R** eplace — Replace the entry on the disk with this one.

**S** ave — Save this entry on the disk.

**ESC** — Abort.

**F** ind — Search the records for a specified string.

*Text* **RETURN** — Find this string.

← , → — Search backward or forward through the records.

**ESC** — End the search.

**D** elete — Remove this record from the disk. **CAUTION!**

**B** lank — Present a blank record form on the screen.

← → — Scan the records backward or forward.

**M** ain menu

Return to Main Menu.

## Printer Installation — Parameter Details

### Menu:

### Change

Change a parameter in the installation parameter table.

Enter installation parameter (function) number, then enter new value. For many entries, the first letter of the word, followed by **RETURN** is sufficient. Invalid responses are rejected. The change is made when you press **RETURN**.

### Parameter/Valid Responses/Meaning

[00] *one or more decimal ASCII codes separated by slashes*: The initialization characters which may be needed by your printer or your printer interface card.

[01] C : (Current) Allow the number of lines to be set by each individual page.

*A number between 1 and 80*: Override the lines per page set at each page, and print all pages this length.

[02] N : (Nothing) Proceed directly to next page. First line will follow immediately after last line of this page.

W : Wait for a keypress before printing next page.

F : Issue a form-feed before printing next page.

*a number between 1 and 254*: Print this number of blank lines before starting next page.

[03] N: Print the page as instructed by other parameters.

*a number between 0 and 9*: If there are blank lines included at the end of a page, do not print them; instead print this number of blank lines and proceed immediately to the next page of the document.

[04] N: No justification (ragged right edge).

S: (Space) Full space justification.

P: (PS) Proportional space justification

J: (Justify) Microspace justification. (uniform microspaces added to spaces across entire line) Use current space and character table and its proportional spacing/justification instructions.

[05] 1: Print text only from drive 1.

2: Print text only from drive 2

B: Print text from both drives.

*This parameter does not affect the default drive for disk access.* Operates in printing or **Quicksave** or **Quickscan** commands.

[06] *a number between 0 and 79*: Insert this number of spaces between left margin and beginning of each line.

[07] N: Do not suppress underlining.

Y: Suppress underlining.

[08] N: Treat underlined text normally.

Y: Do not print underlined text.

O: Print only underlined text, not normal text.

[09] *a number between 0 and 9999*: Start page numbers at this number.

N: Print all headers, footers and page numbers on all pages. (no-skip)

S: Do not print headers, footers or page numbers on first page.

[10] (Format: –2/!/B/–1)

+: Print the header on the text page itself.

–: Print the header above the text page itself.

*a number between 1 and 9*: Position in lines relative to the top line of the text page

*/*: Separator between parts of the entry.

*any character available from your keyboard*: Character in parameters 12-13 which will be replaced by page number.

*/*: Separator between parts of the entry.

1: Use the header entered at parameter 12.

2: Use the header entered at parameter 13.

B: Print both headers.

A: Alternate the headers.

Z: Alternate the headers in reverse order.

(Remainder of entry only used if "B" in previous part).

*/*: Separator between parts of the entry

+: Print the header from parameter 13 on the text page itself.

–: Print the header from parameter 13 above the text page itself.

*a number between 1 and 9*: position in lines relative to the top line of the text page

## INSTALLATION PARAMETERS

[11] (Format: –2/!/B/–1)

+: Print the footer on the text page itself.

–: Print the footer below the text page itself.

*a number between 1 and 9*: Position in lines relative to the bottom line of the text page

/: Separator between parts of the entry.

*any character available from your keyboard*: Character in parameters 14-15 which will be replaced by page number.

/: Separator between parts of the entry.

1: Use the footer entered at parameter 14.

2: Use the footer entered at parameter 15.

B: Print both footers.

A: Alternate the footers.

Z: Alternate the footers in reverse order.

(Remainder of entry only used if B in previous part).

/: Separator between parts of the entry

+: Print the footer from parameter 15 on the text page itself.

–: Print the footer from parameter 15 below the text page itself.

*a number between 1 and 9*: Position in lines relative to the bottom line of the text page.

[12] *text*: Use this text for first header (include character set in parameter 10 for page number).

[13] *text*: Use this text for second header (include character set in parameter 10 for page number).

[14] *text*: Use this text for first footer (include character set in parameter 11 for page number).

[15] *text*: Use this text for second footer (include character set in parameter 11 for page number).

[16] *up to 5 decimal ASCII codes separated by slashes*: Character sequence to be entered into text by pressing ⌘ and 0. *If this code is undefined, its use will enter a null (ASCII 00) into the text. This is interpreted by most other programs as an end-of-file marker.*

[17] *up to 5 decimal ASCII codes separated by slashes*: Character sequence to be entered into text by pressing ⌘ and 1.

[18] *up to 5 decimal ASCII codes separated by slashes*: Character sequence to be entered into text by pressing ⌘ and 2.

[19] *up to 5 decimal ASCII codes separated by slashes*: Character sequence to be entered into text by pressing ⌘ and 3.

[20] *up to 5 decimal ASCII codes separated by slashes*: Character sequence to be entered into text by pressing ⌘ and 4.

[21] *up to 5 decimal ASCII codes separated by slashes*: Character sequence to be entered into text by pressing ⌘ and 5.

[22] *up to 5 decimal ASCII codes separated by slashes*: Character sequence to be entered into text by pressing ⌘ and 6. *Set to "0/offset" for overstrike offset in 1/120 inch.*

[23] *up to 5 decimal ASCII codes separated by slashes*: Character sequence to be entered into text by pressing ⌘ and 7. *Set to "0" for use as a justification on-off toggle.*

[24] *up to 5 decimal ASCII codes separated by slashes*: Character sequence to be entered into text by pressing ⌘ and 8. *Set to "0" for use as a proportional spacing on-off toggle.*

[25] *up to 5 decimal ASCII codes separated by slashes*: Character sequence to be entered into text by pressing ⌘ and 9. *Set to "0" for use as a proportional spacing tab.*

[26] *two decimal ASCII codes*: Replace the character represented by the first code with the character represented by the second code when printing.

[27] *two decimal ASCII codes*: Replace the character represented by the first number with the character represented by the second number when printing.

[28] *a decimal ASCII code*: Pause and wait for a keystroke when this character is found in printing.

[29] *up to 3 decimal ASCII codes separated by slashes*: Send this sequence of characters **before** printing each line.

[30] *up to 3 decimal ASCII codes separated by slashes*: Send this sequence of characters **after** printing each line.

### Load

Catalog the installations on the current default disk. (An installation consists of a slot number, a filled-out parameter page, and a space and character table/ proportional space/justification page.) Load the installation requested.

ESC to return to Installation Page.

The installation saved as "DEFAULT" will automatically load whenever the program is booted.

### Replace

Catalog the installations on the current default disk.

Save the current installation by the name supplied. If there is an installation of the supplied name already on the disk, replace that installation file with the current installation.

### Slot

Send Format II output to this slot. Usual slot for printers: 1.

"0" as slot number will cause Format II to send output to the video screen.

### Tables

Display the current space and character table, proportional spacing and justification instructions.

All information in the screen display may be edited.

ESC returns to Installation Page, with values as currently entered on the screen.

Press ESC to return to the Installation Menu.

### Quit

Return to Print Function Menu.

Use current installation parameters until they are changed or until program is rebooted.

# 4

# APPENDICES / INDEX

## Hardware Setup

This Appendix will guide you in selecting and installing the accessories you will need to use Format-II Enhanced Version on your computer.

## Hardware Requirements

To realize the full potential of Format-II, you will need the following items:

1. APPLE ][+ computer with 16K RAM memory expansion card, or APPLE //e or Franklin ACE 1000 or 1200 computer. Format-II requires full 64K memory, which is standard on the APPLE //e and Franklin computers, but not on the APPLE ][+.

   If you are using an APPLE ][ plus without an enhanced keyboard you must use a two wire shift key mod kit. Without this mod you will not be able to get upper and lower case, the printer codes will not work and most of the control codes including the CR will not function properly.

   *To convert an Apple ][ into an Apple ][ plus, you can switch the Integer ROMs on the mother board with the Applesoft ROMs on your language card.*

2. Two Apple Disk ][ (or equal) drives, with a DOS 3.3 disk controller card installed in slot 6. While Format-II will work with a single disk drive, multiple page form letters require the use of two drives. It's also much more convenient to copy or back up your disk files with two disk drives.

3. An eighty column card installed in slot 3, or the Apple 80-Column Text Card installed in the APPLE //e Auxiliary Connector Slot. Note that any eighty column normally supported by Format-II may be used with the APPLE //e in slot 3; users upgrading from a ][+ to a //e don't have to change eighty column cards.

   Format-II currently supports the following eighty column cards:

   - Apple's two 80 column text display cards for the APPLE //e
   - Franklin Computer Ace 80
   - Videx Videoterm
   - Videx Ultraterm
   - Advanced Logic Systems Smarterm
   - Advanced Logic Systems Smarterm II
   - Bit 3 Corp Full View 80
   - Micromax Viewmax 80
   - Computer Stop Omnivision
   - M & R's Sup'R'Term
   - U Microcomputer UTerm
   - Vista Vision 80
   - Wesper Micro Wizard 80
   - Screen Master
   - Microtek Magnum 80

4. A wide-band (at least 14 MHz) video monitor, preferably with a green or amber phosphor and a glare filter to reduce eye fatigue. Using a standard television set with a video modulator will produce unacceptable results.

5. A hard copy printer with a suitable interface card, preferably installed in slot 1. Either a *dot matrix* or *letter quality* unit may be used. A printer equipped with a *tractor feed* mechanism allows the use of continuous feed paper, which dramatically speeds up the printing process. Many computer supply houses can furnish preprinted forms, stationery and envelopes on *carriers* designed for use with printer tractor mechanisms.

   Several printer buffer interface cards are available with 16K, 32K or more RAM memory storage. Using a buffer card allows you to edit one document while printing another, at the same time. For the busy person who must get the most out of his word processing system, this can be a very cost-effective time saver.

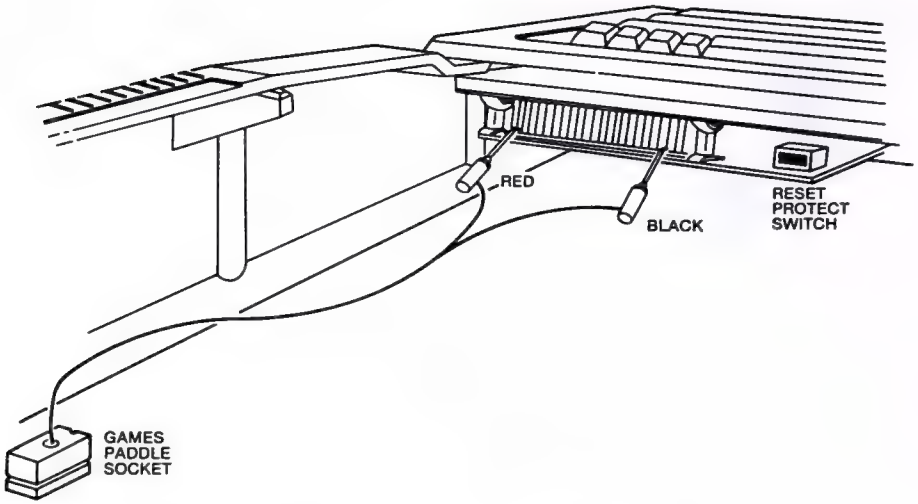
## Keyboard Modification

**CAUTION:** Always turn off the power to your computer before removing its cover.

The Format-II keyboard mod is a cable with a grey rectangular block at one end, and a pair of miniature clips on the other. The grey block fits into the games socket of your Apple. This is located at the top right hand side of the main electronics board as you look down into the machine, looking from the front. The grey block should be pushed firmly into the socket with the white dot facing forward. (See the diagram) Note that the diagram is from the rear of the Apple.

Next, the two miniature clips must be fastened to the keyboard outrigger. This is located directly below the keyboard and is connected by 25 silver colored wires. In the diagram wire number 1 is on the right and wire number 25 is on the left. As shown, the black clip is connected to wire number 3, which is the third from the right. This is accomplished by pushing the end of the clip while holding the collar. As this is done a gold colored hook will appear. This should be hooked around the silver wire and the end of the clip released. This will then pull the hook back into the body of the clip and make a secure contact. In a similar manner the red clip should be secured to wire 24, which is the second pin from the left.

**KEYBOARD MODIFICATION**




## Keyboard Modification for Older Apples

Older Apple II's may have a keyboard that does not contain an outrigger board. The outrigger board is a small circuit board that is "piggy back" under the main circuit board of the Apple keyboard. You can recognize the outrigger board by looking at the diagram in your Format-II manual in the appendix on installation.

If your Apple does not appear to have an outrigger board, you will have to solder two wires directly to the main circuit board attached to the keyboard. This process is not difficult, but if you are inexperienced, ask your dealer to help you.

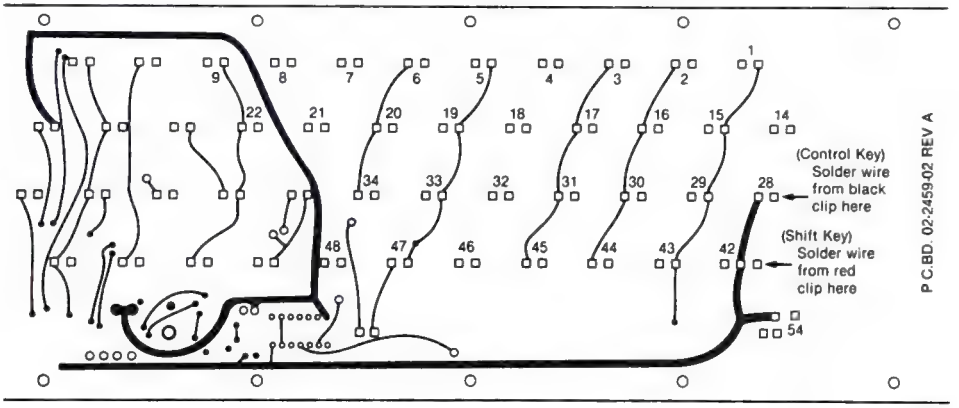
### Attaching the Keyboard MOD

Turn off your Apple and disconnect the power cord. Remove any peripheral cards installed in the slots. Now turn your Apple upside down on a firm, protected surface. You will see four black, round head screws near the front. With a Phillips screwdriver,

remove these screws. Along either side of the Apple are three silver, flat head screws. Remove each of them (there are six altogether.) You should now be able to separate the base of the Apple from the case. Carefully separate the base. A multi-color ribbon cable is attached to the base from the keyboard. Notice how it is oriented, and then carefully unplug it. When you remove the base, the circuit board of the keyboard (attached to the bottom of the keyboard) will be visible.

You will notice a series of numbers next to each solder point on this circuit board. These are the switches for each of the keys on the keyboard. Each switch has two contacts. One is connected to all the other contacts with a thin silver strip (this is the "common" ground.) The other contact is not connected to anything else. Locate the switch numbered 28 (the control key.) With a knife or scissors cut off the black clip at the end of one of the wires of the keyboard modification (this wire goes to pin 3 of the games paddle adapter.) Strip a small piece of insulation from the wire. Very carefully solder that wire to the contact of number 28 that is NOT "common". Be certain that no solder touches any other contact on the circuit board. Now locate the switch numbered 42 (the shift key). Repeat the above process with the wire connected to the red clip (pin 4 of the games paddle adapter.) Again, very carefully solder the wire to the contact of number 42 that is NOT "common".

This completes the connections. Replace the plug of the connector (with the multi-colored ribbon cable) into the socket on the mother board and replace all the screws. Turn your Apple right side up and insert the blue 16 pin plug of the keyboard mod into the games paddle adapter with the white dot toward the keyboard. Your keyboard mod is now completely installed. Congratulations! The shift key will now produce upper case letters and Control-Shift will produce a shift lock. Also, Control-0 through Control-9 can now be defined as special printer codes.



### Supplies

You'll also need some blank diskettes, labels, felt-tip pens, write-protect tabs, and the like. Properly identifying and backing up your text files and mailing lists is very important. Use only good quality, name brand products.

### Printer Interface Cards

Due to the large number of printers and printer interface cards available for the Apple and Franklin computers, it's impossible to furnish detailed instructions concerning all possible setups. Nevertheless, we can outline some of the essential points

1. Use a serial card for a serial printer. Use a parallel card for a parallel printer.
2. Parallel printer interface cards generally do not have setup switches.
3. Check that the baud/speed rates for serial cards are correct for the printer. The baud/speed rate is usually set at both the printer and the interface card; both must be set to the same value for the system to work properly.
4. Some printers and interface cards — most often the parallel variety — require "handshaking", or an exchange of signals, prior to sending data out to the printer. Further, there are several different "handshake" standards. In order to operate Format-II successfully, your interface card and printer must be compatible in this respect, so check your manuals carefully. In case of difficulty, please consult your dealer.
5. Some interface cards are supplied with more than one connecting cable. Check that you are using the correct one.

### Setting Up The Printer

Most printers have one or two internal setup switches. Read your printer manual and check that the switches are set correctly for your requirements. Remember that such things as paper form length are usually set at the printer, not on the interface card.

If you are using a printer that supports proportional spacing and uses a **parallel interface**, you must change two of the Format-II installation parameters when you wish to use this capability. These are the **predocument (00)** and **post line (30)** parameters, as follows:

[00] Pre-document : 009/001/001/075

[30] Post line : 013/010

With these changes, proportional spacing and justification will work correctly. (Further information on Format-II installation parameters is included in other parts of this manual.)

### Checking Out the Interface Card and Printer

### Apple Imagewriter with Super Serial Card

If you are using the Apple Imagewriter with the Apple Super Serial Card please make sure your equipment is set up as follows:

1. Set the Imagewriter switches as follows:

   Switch 1: 1 – OPEN, 2 – OPEN, 3 – OPEN, 4 – OPEN, 5 – CLOSED, 6 – CLOSED, 7 – OPEN, 8 – OPEN

   Switch 2: 1 – CLOSED, 2 – CLOSED, 3 – OPEN, 4 – OPEN

2. Set the Super Serial Card switches as follows:

   Switch 1: 1 – OFF, 2 – OFF, 3 – OFF, 4 – ON, 5 – OFF, 6 – ON, 7 – ON

   Switch 2: 1 – ON, 2 – OFF, 3 – OFF, 4 – ON, 5 – ON, 6 – OFF, 7 – OFF.

If you are not sure where the Imagewriter DIP switches are located consult the Imagewriter manual.

Prior to running Format-II on your computer, type in and run this short printer test program:

```
] 10 PRINT CHR$(4);"PR#1"
] 20 FOR X = 1 TO 16 : PRINT "TEST" ;: NEXT
] 30 PRINT
] 40 PRINT CHR$(4);"PR#0"
] RUN
```

*Note: the "]" character represents the normal Applesoft BASIC prompt.*

If your test produced a single line with the word TEST repeated 16 times, your interface card probably needs no further attention.

If you obtained two lines of eight words each, you must use a special setup character string, such as

CTRL I . 8 . 0 . N

for the Apple Parallel Printer Interface Card. The required Pre-Document code is

009/056/048/078

Please refer to your printer interface card instruction manual for the appropriate setup string for your equipment.

### Booting Format-II

To run (or "boot") Format-II simply put one of your copies of the program disk into Drive 1, gently close the gate, and switch on your Apple. The disk drive will spin while the program is loading. Messages will appear on the screen informing you of the progress in loading the different program parts. You may ignore this information if it doesn't interest you.

*If, as is most unlikely, the program won't work because it fails to identify your hardware correctly, you may use the Override Facility (Appendix F) to try to correct the situation.*

*If the messages don't disappear after the disk stops spinning, look at the last one on the page — it may remind you to switch to the 80 column display.*

Format-II will come up running. The program disk is usually not required further. It can be removed from the drive and stored in a safe place until the next time you want to start up the system or change the default installation.

### Care of Disks

Format-II is supplied on a floppy disk. This disk is fragile, so handle with care. Do not sqeeze, crumple or bend it. Do not force it into the drive. Keep it away from heat, magnetic fields (such as your printer and telephone produce), water, coffee, dust and children.

The disks on which you store text are equally fragile. Treat them with the same care and attention as the program disk. Back up anything that is important to you.

### Other Information

There are many manuals and books available for your computer system. In particular, we recommend the Apple computer reference and disk operating system (DOS 3.3) manuals. These books explain your Apple computer and disk drives, details of how to create and run programs, connect interface cards, and many other important things. If you are interested in understanding how your computer system works, these manuals provide a wealth of useful information.

## Printer Codes

This appendix presents codes with which you may call on the specific features of various printers. If you wish to use the advanced features of a printer which is not included in this list, consult the printer instruction manual for information on software control.

See **Advanced Printing Functions** for a full explanation of how to install these codes and how to use them. Note that while we have suggested specific printer code parameter assignments for the various functions, you may always install any printer code you like in any of parameters 16-25. If there are some of the codes we have given which you are not using, you may of course substitute any others you like!

In addition to printer-specific instructions entered in parameters [16]-[25], some printer interface cards also require initialization instruction codes. This information is installed in parameter [00]. For example, the Apple Parallel interface card can be initialized with the code 9/56/48/78, which is the ASCII representation of **CONTROL I**, **8**, **0** and **N**.

If you have a letter quality printer, and seem to be having trouble with proportional spacing, try inserting the codes shown for parameters [00] and [30] under the C-ITOH. These codes disable the automatic linefeed given by a parallel interface card and substitute a linefeed with every carriage return. These codes are not intended for use with a serial printer interface card.

If formatting functions such as centering don't work properly when you are using non-printing printer codes, you may need to add a space (ASCII 32) to your code sequence. For example, for the Anadex, below, you could use code 32/30 instead of just 30 to turn the underlining on. This allows the position counter, used for formatting, to accurately reflect the position on the page of the printed text.

To use a printer code, press **CONTROL** (Apple II+) or the **Apple** key (Apple *//e*) and the number key associated with the code. For example, to enter the code which you have entered at parameter 17 (printer code 1), you would press **CONTROL 1**. *Franklin owners, press* **PAUSE** *and then press the number key.*

If you have an enhanced keyboard, press **CTRL S** and then press the number key to enter a printer code.

### Anadex DP-9000A, DP-90001A, DP-9500A, DP-9501A, DP-9620-A

| Feature | Parameter | Code |
|---|---|---|
| Underline on | [17] | 30 |
| Underline off | [18] | 31 |
| Double width on | [19] | 14 |
| Double width off | [20] | 15 |

### Anadex WP-6000

| Feature | Parameter | Code |
|---|---|---|
| Underline on | [17] | 27/58 |
| Underline off | [18] | 27/59 |
| Double width on | [19] | 27/78 |
| Double width off | [20] | 27/79 |
| Italics on | [21] | 27/88 |
| Italics off | [22] | 27/89 |

### Apple Imagewriter

| Feature | Parameter | Code |
|---|---|---|
| Boldface On | [24] | 27/33 |
| Boldface Off | [25] | 27/34 |
| Extended Text (9 CPI) | [00] | 27/110 |
| Pica (10 CPI) | [00] | 27/78 |
| Elite (12 CPI) | [00] | 27/69 |
| Condensed (15 CPI) | [00] | 27/113 |
| Ultracondensed (17 CPI) | [00] | 27/81 |
| 6 Lines per Inch | [00] | 27/65 |
| 8 Lines per Inch | [00] | 27/66 |
| Switch Character Font | [16] | 27/39 |
| Switch Back to Normal Font | [17] | 27/36 |

To do superscripts and subscripts with the Apple Imagewriter you must first use the Imagewriter Tool Kit to download the SUPER/SUBSET FONTS to the Imagewriter. Once you have downloaded to the Imagewriter you then boot Format-II and proceed to use the program as you normally would. To utilize the SUPER/SUBSET FONTS use the custom character font codes, described in the Imagewriter manual.

### Apple Scribe

| Feature | Parameter | Code |
|---|---|---|
| Underline on | [17] | 27/88 |
| Underline off | [18] | 27/89 |
| Begin superscript | [19] | 27/120 |
| Begin subscript | [20] | 27/121 |
| End super/subscript | [21] | 27/122 |
| Print slashed zeros | [00] | 27/68/0/1 |

### Brother HR-25

| Feature | Parameter | Code |
|---|---|---|
| Bold print on | [17] | 27/79 |
| Bold off | [18] | 27/38 |
| Shadow on | [18] | 27/87 |
| Shadow off | [19] | 27/38 |

### C-ITOH F-10 (daisy wheel)

| Feature | Parameter | Code |
|---|---|---|
| Turn off auto line-feed at parallel interface card to avoid conflict with proportional spacing control | [00] | 9/1/1/75 |
| ] | [17] | 91 |
| [ | [18] | 93 |
| Underline on | [19] | 27/69 |
| Underline off | [20] | 27/82 |
| Bold on | [21] | 27/79 |
| Bold off | [22] | 27/38 |
| Shadowing on | [23] | 27/87 |
| Shadowing off | [24] | 27/38 |
| Carriage return/ linefeed | [30] | 13/10 |

## C-ITOH 8510A (dot matrix)

| Feature | Parameter | Code |
|---|---|---|
| ] | [17] | 91 |
| [ | [18] | 93 |
| Underline on | [19] | 27/88 |
| Underline off | [20] | 27/89 |
| Bold on | [21] | 27/33 |
| Bold off | [22] | 27/34 |
| Circumflex | [23] | 27/94 |

## Diablo

| Feature | Parameter | Code |
|---|---|---|
| Turn off auto line-feed at parallel interface card to avoid conflict with proportional spacing control | [00] | 9/1/1/75 |
| ] | [17] | 91 |
| [ | [18] | 93 |
| Underline on | [19] | 27/69 |
| Underline off | [20] | 27/82 |
| Bold on | [21] | 27/79 |
| Bold off | [22] | 27/38 |
| Shadowing on | [23] | 27/87 |
| Shadowing off | [24] | 27/38 |
| Carriage return/linefeed | [30] | 13/10 |
| Disable the ROM-based proportional spacing on the Diablo 620 to use Format-II's proportional spacing with a proportional spaced print wheel | [00] | 9/1/75/17 |

### Epson MX80, MX100

| Feature | Parameter | Code |
|---|---|---|
| ] | [17] | 91 |
| [ | [18] | 93 |
| Emphasized on | [19] | 27/69 |
| Emphasized off | [20] | 27/70 |
| Italic on | [21] | 27/52 |
| Italic off | [22] | 27/53 |
| Superscripts on | [23] | 27/83/0 |
| Subscripts on | [24] | 27/83/49 |
| Doublestrike on | [16] | 27/71 |
| Superscript, subscript or doublestrike off | [25] | 27/72 |

### IDS 560

| Feature | Parameter | Code |
|---|---|---|
| ] | [17] | 91 |
| [ | [18] | 93 |
| Enhanced on | [19] | 01 |
| Enhanced off | [20] | 02 |

### NEC 3510/20/30

| Feature | Parameter | Code |
|---|---|---|
| ] | [17] | 91 |
| [ | [18] | 93 |
| Underscore on | [21] | 27/45 |
| Underscore off | [22] | 27/39 |
| Shadow on | [23] | 27/43 |
| Bold on | [24] | 27/42 |
| Shadow or bold off | [25] | 27/44 |

### NEC 3515/25

| Feature | Parameter | Code |
|---|---|---|
| ] | [17] | 91 |
| [ | [18] | 93 |
| Underscore on | [21] | 27/69 |
| Underscore off | [22] | 27/82 |
| Shadow on | [23] | 27/87 |
| Bold on | [24] | 27/79 |
| Shadow or bold off | [25] | 27/38 |

### Okidata Microline 84

| Feature | Parameter | Code |
|---|---|---|
| ] | [17] | 91 |
| [ | [18] | 93 |
| Emphasized on | [19] | 27/84 |
| Emphasized off | [20] | 27/73 |
| Underline on | [21] | 27/67 |
| Underline off | [22] | 27/68 |
| Superscript on | [23] | 27/74 |
| Superscript off | [24] | 27/75 |
| Subscript on | [25] | 27/76 |
| Subscript off | [16] | 27/77 |

### Panasonic KX-P1090

| Feature | Parameter | Code |
|---|---|---|
| Underline on | [17] | 27/45/01 |
| Underline off | [18] | 27/45/00 |
| Superscript on | [19] | 27/83/00 |
| Subscribt on | [20] | 27/83/01 |
| Subscript/superscript off | [21] | 27/84 |
| Emphasized on | [22] | 27/69/01 |
| Emphasized off | [23] | 27/70/00 |

### Qume 9/35

| Feature | Parameter | Code |
|---|---|---|
| ] | [17] | 91 |
| [ | [18] | 93 |
| 1/2 linefeed | [19] | 27/85 |
| Negative 1/2 linefeed | [20] | 27/68 |

### Qume Sprint 5

| Feature | Parameter | Code |
|---|---|---|
| ] | [17] | 91 |
| [ | [18] | 93 |
| 1/2 linefeed | [19] | 27/85 |
| Negative 1/2 linefeed | [20] | 27/68 |
| Underscore on | [21] | 27/73 |
| Underscore off | [22] | 27/74 |

### Qume Sprint 9/45-55

| Feature | Parameter | Code |
|---|---|---|
| ] | [16] | 91 |
| [ | [17] | 93 |
| 1/2 linefeed | [18] | 27/85 |
| Negative 1/2 linefeed | [19] | 27/68 |
| Underscore on | [20] | 27/73 |
| Underscore off | [21] | 27/74 |
| Shadow on | [22] | 27/81 |
| Shadow off | [23] | 27/82 |
| Bold overprint on | [24] | 27/75/51 |
| Bold overprint off | [25] | 27/77 |

### Smith Corona TPI

| Feature | Parameter | Code |
|---|---|---|
| ] | [16] | 91 |
| [ | [17] | 93 |
| 1/4 | [18] | 21 |
| 1/2 | [19] | 22 |
| ¢ | [20] | 23 |

## Factory Default Installation Parameters

The following table shows the values of the parameters on the Installation Page of the factory-supplied default installation, which is identical to the file **10.PITCH**.

| Parameter | | Value | |
|---|---|---|---|
| [00] | Pre-document | *none* | |
| [01] | Number of lines / page | Current | |
| [02] | Action after page | Form-feed | |
| [03] | Paragraph printing | No | |
| [04] | Justify | No | |
| [05] | Drives for text | 1 | |
| [06] | Number of leading spaces | 000 | |
| [07] | Suppress underlining | No | |
| [08] | Suppress underlined text | No | |
| [09] | Start pagination at | 1,No-Skip | |
| [10] | Header | *none* | |
| [11] | Footer | *none* | |
| [12] | (Header 1 text) | *none* | |
| [13] | (Header 2 text) | *none* | |
| [14] | (Footer 1 text) | *none* | |
| [15] | (Footer 2 text) | *none* | |
| [16] | Printer code 0 | *none* | |
| [17] | Printer code 1 | 091 | ( [ ) |
| [18] | Printer code 2 | 093 | ( ] ) |
| [19] | Printer code 3 | *none* | |
| [20] | Printer code 4 | *none* | |
| [21] | Printer code 5 | *none* | |
| [22] | Printer code 6 | 000/001 | (Bold face on/off) |
| [23] | Printer code 7 | 000 | (Justify on/off) |
| [24] | Printer code 8 | 000 | (PS on/off) |
| [25] | Printer code 9 | 000 | (PS tabulation) |
| [26] | Change character | *none* | |
| [27] | Change character | *none* | |
| [28] | Pause character | *none* | |
| [29] | Pre-line | *none* | |
| [30] | Post-line | 013 | (carriage return) |

# APPENDIX C

## Proportional Spacing and Justification Parameters

The following are the default values for the justification/proportional spacing parameters on the **Space and character table** of the factory default installation:

| | |
|---|---|
| Justify offset | +000 |
| Aggressiveness | 180 |
| Justify first | Space |
| Space priority | 001 |
| Char. priority | 000 |
| PS on sequence | 027/031,000 (Diablo compatible) |

## NEC Spinwriters

Here are a few tips for NEC Spinwriter users:

The PS on sequence is: 27/93,64

For technical reasons, you should not use a very aggressive justification factor.

No character's half-width in the Space and character table should be greater than 7.

Some Spinwriters, such as the Model 5530 with a Centronics parallel interface, are unable to do true proportional spacing or microspace justification with Format-II.

## Keyboard Functions

Keyboard functions are available which take full advantage of the APPLE //e's extended keyboard. These functions are listed in Table 1, together with the equivalent key assignments on the Franklin and APPLE ][+ computers.

**FIGURE 1: APPLE //e Keyboard**

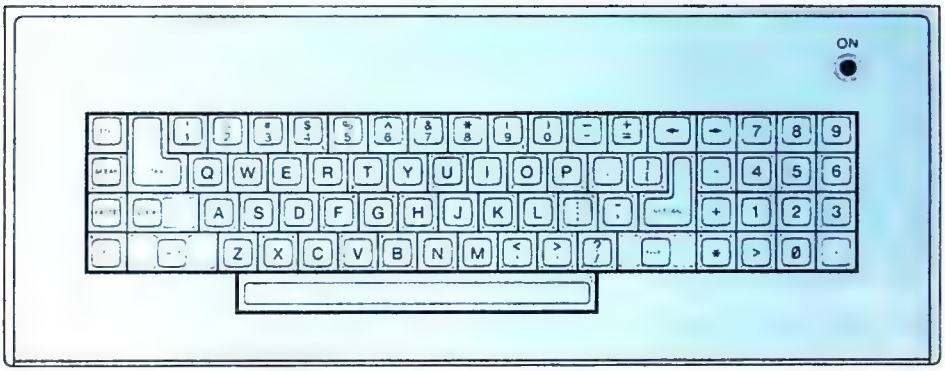



**FIGURE 2: Franklin Keyboard**

## APPENDIX D

Full four direction cursor movement is available on all computers, permitting fluid movement through a page of text in either Edit or Format Text Mode. Because neither the APPLE ][+ nor the Franklin computer has the up or down arrow keys, CTRL K and CTRL J have been assigned these functions.

The TAB key is provided on both the APPLE //e and the Franklin computers. On the APPLE ][+, use CTRL I to skip to the next tab stop which has been set.

DELETE is found only on the APPLE //e. It is used to wipe out the character under the cursor, with text fill from the right, in both Edit and Format Text modes. CTRL X and X are used to delete individual characters in Edit and Format Text modes, respectively, on the APPLE ][+ and Franklin computers.

To produce upper and lower case letters, an APPLE ][+ must have installed either 1) a hardware modification, available from the factory or 2) a keyboard enhancer.

Printer code strings are set up differently for each computer, as shown in Table 1. Apple computers require simultaneous depression of a control key and a number key. A Franklin requires a two step operation: first the PAUSE, then the number 0 through 9.

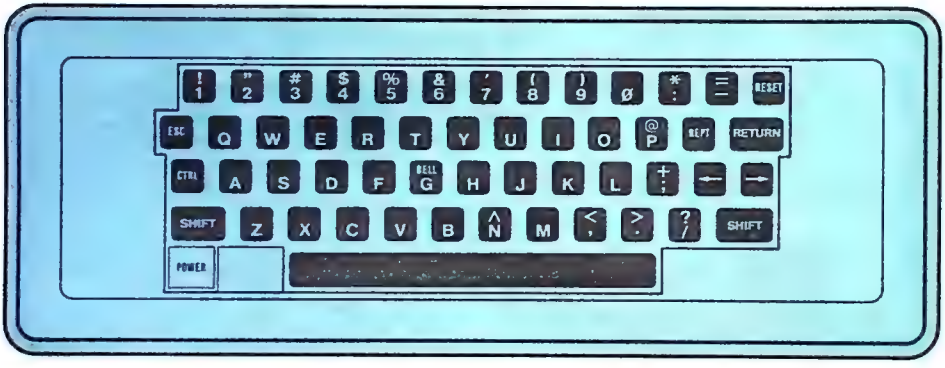



**FIGURE 3: Apple ][ plus Keyboard**

**TABLE 1: Format-II Special Key Functions**

| Function | APPLE //e | APPLE II+ | Franklin |
|---|---|---|---|
| Cursor up | ↑ | CTRL K | CTRL K |
| Cursor down | ↓ | CTRL J | CTRL J |
| Cursor right | → | → | → |
| Cursor left | ← | ← | ← |
| TAB | TAB | CTRL I | TAB |
| Delete (Edit) | DELETE | CTRL X | CTRL X |
| Delete (Format) | DELETE | X | X |
| Printer Codes | ◆ or ◇ and 0...9 | CTRL 0..9 | PAUSE then 0..9 |

*If you are using a Franklin ACE 1200, please see Appendix H for other important key assignments.*

Enhancer keyboard owners can now use Format-II without a keyboard mod. To use an Enhanced keyboard with Format-II you must explicitly specify the Enhanced keyboard driver. To do this, type the ESC key while booting. This will invoke the Format-II override facility. Then specify Enhancer as the machine of choice, type RETURN to default the video driver. After Format has completed booting, use the Enhanced keyboard as you normally would to get upper/lower case, macros, etc. . The U/C indicator at the top of the screen will not operate, however. To input the printer codes, first type CTRL-S followed by the number of the printer code you wish to use.

You can modify a copy of Format-II so that the Enhanced keyboard driver is always specified without going into the Override Facility. Follow the instructions below:

1) Boot your Apple system disk.
2) Place a copy of Format-II into drive 1.
3) Load FORMAT.ENHANCED.2
4) Find the line that says "REM FORCE A KEYBOARD DRIVER"
5) Change that line to AP$ = "ENHANCER"
6) Save FORMAT.ENHANCED.2

# APPENDIX E

## Format-II Files - a Technical Description

Format-II writes standard Apple DOS 3.3 ASCII Text Files. If you plan to use these files with other programs, however, you should know the following details:

### Name

Each document is saved as a series of files. Each one has a name in the form "TEXT.*pagename*.##C" where:

*pagename* is the page name you have given the file, filled out to a length of ten characters by spaces.

## is a two digit decimal number from 00 to 99.

C is an optional single capital letter from A to Z.

### Page Length, Tabs and Margins

Format-II calculates the page length of a file by counting carriage returns. The Editor adds a carriage return (hexadecimal 8D) after each line and after the last non-blank character on a text page.

Tab settings are not saved with the page. To preserve your tab settings and the current margin settings as marked by the margin bars, save an installation file to load when working on a particular text page.

The text page left margin is created by adding the appropriate number of spaces to the beginning of each line in the file.

### Underlining

Format-II uses the high bit of each ASCII character to indicate underlining. Normal text is stored with the high bit set. Underlined text, which is stored with the high bit clear, will appear on the screen in inverse video.

### Printer Codes

If a Printer Code has been defined when the text file is created, and is a single character long, the code itself will be stored in the text. If the Printer Code is undefined, or longer than a single character, the hexadecimal number from 00 to 09 corresponding to the number of the Printer Code will be stored instead.

*Be cautious when using Printer Code 0 if you'll be using your text files with other programs — an ASCII 00 signals "end-of-file" to most programs.*

### Other Embedded Characters

Characters inserted by the Format Text Mode **Options** command are stored in hexadecimal form.

### Replace Character

The Installation Page **Replace Character** parameters take effect only at printing time.

### Text Disk Capacity

There is room on a disk for approximately 50 pages of average size. The Format-II catalog can display 96 file names, while the Apple computer can actually store 108 files on a disk. If you have a lot of exceptionally short pages, therefore, it's possible that you can have 12 files safely stored which aren't listed when you first request a Format-II catalog.

## Mailing List Disk

A Mailing List disk does not have a DOS catalog or VTOC, and thus can't be used for any other purpose. It can, like all Format-II program and data disks, be copied with a standard whole-disk copy program such as COPYA.

Mailing List records are stored, one to each sector, on tracks $01-$22. The entries in the fields of each record are stored sequentially, starting at the beginning of the sector, and separated by carriage returns ($0D). The remainder of the sector is filled with carriage returns.

Track $00 is used for internal purposes, and is not available for storing Mailing List records.

## Installation Files

Installation files can be saved to the disk in the current default drive. Each installation file preserves the current combination of Installation Page parameters (including headers, footers, and page numbering instructions), tab and margin settings, and Space and Character Table (including proportional spacing and justification instructions).

Installation Files are named "INST.*name*" where *name* is the descriptive name you have supplied when you **Replaced** the installation.

The installation which is saved on the Format-II Program Disk as "DEFAULT" will be loaded when the program is first booted. You may replace the "DEFAULT" supplied with the Format-II with another of your own choosing.

A number of sample installations have been supplied with Format-II.

One of these may be suitable for your particular needs.

### Other Files on Format-II Program Disk

The files with names beginning "FORMAT.ENHANCED" are the Applesoft programs which load the binary program files appropriate to your particular hardware configuration.

"KEYBD.DRIVER" is the prefix for programs which make Format-II operate properly with different keyboards.

"SCREEN.DRIVER" marks the programs which adapt Format-II to different 80 column displays.

"MAIN.CODE" is the prefix for segments of the Format-II program itself.

"SCREEN.IDENTIFIER" is used to identify the card in Slot 3. In rare cases, the program may fail to identify the 80 column display correctly. If this occurs, and Format-II does not appear to work as it should, you may modify FORMAT.ENHANCED.2 to specify the correct display.

"TEXT.MAIL.CONVERTER" is provided for users with mailing lists made by earlier versions of Format-II. This program will convert the old files to the new format.

"LONG.SHORT" is an Applesoft program that breaks one long text file into many short files with names appropriate for Format-II. It can also take many short Format-II files and create one long text file.

"TEXT.DEMO" contains the text for the self-running demo.

"MESSAGES" contains Format-II's runtime message file.

"TEXT.MEMO" is a sample page of text.

"TEXT.-README-" contains the most recent documentation from the factory, covering such subjects as using Format-II with a hard disk.

## Override Facility

When Format-II is booted, it first identifies your system hardware. It does this by examining what Apple Computer, Inc. calls signature bytes in ROM. If, for some reason, Format-II does not find the correct signature bytes, it may not recognize your type of computer (Apple II plus vs. //e, for example) or your 80-column display card. Should this occur, you may manually instruct Format-II how to set itself up properly.

### Summon Override Facility

To summon the **Override Facility**, boot the Format-II disk. When you see the first prompt ("]") appear on the screen, press [ESC] at once. Nothing unusual will happen at first, but instead of proceeding with the string of loading messages, the program will move instead to the Override Facility.

### Select Machine

The first step is to tell Format-II what computer you have, so it can load the proper software. Type the full name of your computer as it is shown in the list provided on the screen. "ENHANCER" is a special entry for an Apple II plus equipped with an enhanced keyboard.

### Select Display

Now enter the name from the list which describes your 80-column display.

*Do not enter the words in parentheses.*

If you have an Apple //e, enter "MEMORY", regardless of which Apple 80-column card you have installed.

### Select Installation

You may now select the installation parameter file you wish to load. Unless you want to load a particular custom installation which you have created, type "DEFAULT", which will load the default installation.

### DEMO

If, at the first step, you select "DEMO", the program will load the code for a self-running demo. Select the correct display, and then enter "DEMO" again as the name of the installation. Now sit back and enjoy the demonstration. *To stop the demonstration, reboot the disk.*

# APPENDIX G

## ASCII Codes

The following table shows the character produced when each decimal ASCII code is sent.

| Code | | Character | Code | Character | Code | Character | Code | Character |
|---|---|---|---|---|---|---|---|---|
| 0 | NUL | null | 32 | (space) | 64 | @ | 96 | ` |
| 1 | SOH | control-A | 33 | ! | 65 | A | 97 | a |
| 2 | STX | control-B | 34 | " | 66 | B | 98 | b |
| 3 | ETX | control-C | 35 | # | 67 | C | 99 | c |
| 4 | EOT | control-D | 36 | $ | 68 | D | 100 | d |
| 5 | ENQ | control-E | 37 | % | 69 | E | 101 | e |
| 6 | ACK | control-F | 38 | & | 70 | F | 102 | f |
| 7 | BEL | control-G | 39 | ' | 71 | G | 103 | g |
| 8 | BS | control-H | 40 | ( | 72 | H | 104 | h |
| 9 | HT | control-I | 41 | ) | 73 | I | 105 | i |
| 10 | LF | control-J | 42 | * | 74 | J | 106 | j |
| 11 | VT | control-K | 43 | + | 75 | K | 107 | k |
| 12 | FF | control-L | 44 | , | 76 | L | 108 | l |
| 13 | CR | control-M | 45 | – | 77 | M | 109 | m |
| 14 | SO | control-N | 46 | . | 78 | N | 110 | n |
| 15 | SI | control-O | 47 | / | 79 | O | 111 | o |
| 16 | DEL | control-P | 48 | 0 | 80 | P | 112 | p |
| 17 | DC1 | control-Q | 49 | 1 | 81 | Q | 113 | q |
| 18 | DC2 | control-R | 50 | 2 | 82 | R | 114 | r |
| 19 | DC3 | control-S | 51 | 3 | 83 | S | 115 | s |
| 20 | DC4 | control-T | 52 | 4 | 84 | T | 116 | t |
| 21 | NAK | control-U | 53 | 5 | 85 | U | 117 | u |
| 22 | SYN | control-V | 54 | 6 | 86 | V | 118 | v |
| 23 | ETB | control-W | 55 | 7 | 87 | W | 119 | w |
| 24 | CAN | control-X | 56 | 8 | 88 | X | 120 | x |
| 25 | EM | control-Y | 57 | 9 | 89 | Y | 121 | y |
| 26 | SUB | control-Z | 58 | : | 90 | Z | 122 | z |
| 27 | ESC | escape | 59 | ; | 91 | [ | 123 | { |
| 28 | FS | | 60 | < | 92 | \ | 124 | \| |
| 29 | GS | | 61 | = | 93 | ] | 125 | } |
| 30 | RS | | 62 | > | 94 | ^ | 126 | ~ |
| 31 | US | | 63 | ? | 95 | _ | 127 | delete |

## Franklin Ace 1200

In order to take advantage of the Ace 1200's keyboard the following keys have been reassigned:

| Function | Ace 1200 | Normal |
|---|---|---|
| Go to end of text | PREV WORD or NEXT WORD | CTRL E |
| Go to main menu | MENU | CTRL D |
| Printer codes | INSERT | PAUSE |
| Delete | DEL CHAR | CTRL X |
| Quicksave | NEXT SCRN | CTRL Q |
| Clear all tabs | FORMT | CTRL C |

You can override these changes and use the normal Franklin Ace keyboard driver. To do this, type the ESC key while booting. This will invoke the Format-II Override facility. Then specify ACE as the machine of choice, type RETURN to default the video driver.

You can modify a copy of Format-II so that the ACE keyboard driver is always specified without going into the Override facility. Follow the instructions below:

1) Boot your Apple system disk.
2) Place a copy of Format-II into drive 1.
3) Load FORMAT.ENHANCED.2
4) Find the line that says "REM FORCE A KEYBOARD DRIVER"
5) Change that line to AP$ = "ACE"
6) Save FORMAT.ENHANCED.2

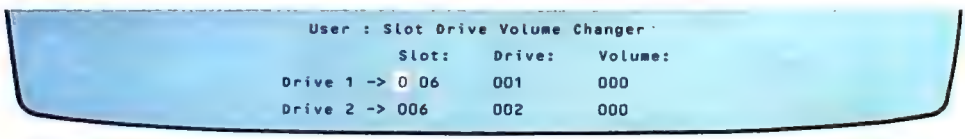
# APPENDIX I

## Multiple Drives or Hard Disk

Format-II can be used in conjunction with a hard disk system, or with a system consisting of more than two disks. There is a command available from the Main Menu which allows you to specify a Slot, Drive and Volume for each of the two drives to be accessed by Format-II.

### The User Command

Type **U**ser when you are at the Main Menu. You'll see:




The cursor is blinking at **Slot:** for Drive 1. Enter the Slot, Drive and Volume for each of the two drives you'll be using. You can move the cursor from one field to another with the left and right arrows or with the **RETURN** key. When you are satisfied with your entries, return to the Main Menu by pressing **ESC**. You have now told Format-II which slot, drive and volume to use for each of its two drives, for the rest of this session. *Note that if the Volume is set to a number other than 0, floppy disks which have been initialized with the wrong volume number may cause a "VOLUME MISMATCH" error.*

### Hard Disk Drive Operation

1. Format-II is supplied on a standard DOS 3.3 disk. Make at least two backup copies now. Put the original disk away in a safe place.
2. Transfer all the files from a copy of the Format-II disk to the hard disk.

   A procedure for doing this is usually described in the documentation supplied with the hard disk drive. If you're unsure as to how to do this, we suggest you contact the drive manufacturer.

3. To use Format-II, boot the hard disk drive system, and type:

   RUN FORMAT.ENHANCED.1

4. When you see the Main Menu, press **U**, to summon the **User: Slot Drive Volume Changer**. Select the appropriate values for your system.

### Additional Information

It may be possible, depending on your hard disk drive, to access both floppy and hard disk drives from within Format-II. Thus you could, if you wished, have a mailing list on a floppy disk used in conjunction with text stored on a hard disk drive.

## Automatic Slot, Drive, Volume Specification

You may find it annoying to go to the User Slot Drive Volume Changer each time you use Format-II. To modify the program to boot automatically with your specified slot, drive and volume information already set, get your system running in Applesoft, and type the following:

```
]BLOAD USER.SDV,A$A00
]POKE 2565, slot # for "Drive 1"
]POKE 2566, drive # for "Drive 1"
]POKE 2567, volume # for "Drive 1"
]POKE 2568, slot # for "Drive 2" If you have a hard disk, this will prob-
    ably be the same as the slot for "Drive 1".
]POKE 2569, drive # for "Drive 2"
]POKE 2570, volume # for "Drive 2"
]BSAVE USER.SDV,A$A00,L$600
```

Now when Format-II boots, it will be "custom configured" for your system.

# APPENDIX J

## Corvus Hard Drive

Users who plan to use Format-II with the corvus hard disk drive system first should refer to the information in Appendix I.

In order to operate properly you must make a small change to one of the basic programs. Boot your APPLE SYSTEM MASTER DISK and once in Applesoft Basic, place a copy of the Format-II disk in drive 1. After the prompt ']' type the following:

]LOAD FORMAT.ENHANCED.3 [RETURN]
]2000 PRINT CHR$(4)"BLOAD USER.CORVUS" [RETURN]
]SAVE FORMAT.ENHANCED.3 [RETURN]

Format-II will now operate as described in Appendix I, except where USER.SDV is referred to you must substitute USER.CORVUS.

### Mailing List Initialization

After the USER command has been evoked, the mailing list initialization command will only work on previously initialized volumes. This is done to protect the users of nonstandard hard disk DOS's. To initialize a mailing list volume, first initialize the volume using the utility provided with the hard disk, or from the Format-II main menu. Then, use the initialize from the mailing list to set up the mailing list track sector list.

### Main Menu Initialize

Some users may wish to completely disable the initialize command. To do this make the following change: Boot your APPLE SYSTEM MASTER DISK and when in Applesoft Basic, put a copy of your Format-II disk in drive 1. After the prompt ']' type the following:

]LOAD FORMAT.ENHANCED.3 [RETURN]
]2000 PRINT CHR$(4)"BLOAD USER.CORVUS.NI" [RETURN]
]SAVE FORMAT.ENHANCED.3 [RETURN]

Format-II will now operate as described above, except where USER.SDV is referred to you must substitute USER.CORVUS.NI and the initialize command will be ignored.

! . . . . . 66, 67
80 column display card . . . . . 149
ACE 1200 . . . . . 169
ACE . . . . . 149
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